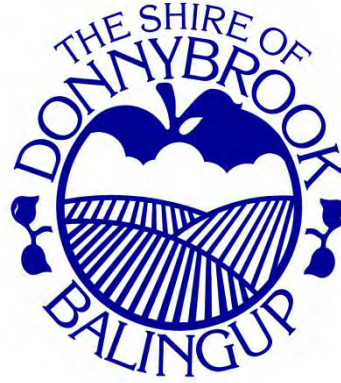


ATTACHMENTS

Ordinary Council Meeting June 2019

Ordinary Council Meeting – Wednesday 26 June 2019



MINUTES OF ORDINARY MEETING OF COUNCIL

Wednesday 22 May 2019

5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

A handwritten signature in black ink, appearing to read "Ben Rose".

Ben Rose
Chief Executive Officer

24 May 2019

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.



MINUTES OF ORDINARY MEETING OF COUNCIL

22 MAY 2019

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY MEETING OF COUNCIL

**Held at the Shire of Donnybrook Balingup Council Chambers
Wednesday, 22 May 2019 at 5.00pm**

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Noongar People, paying respects to Elders, past and present.

The Shire Present declared the meeting open at 5.01pm and welcomed the public gallery, acknowledging former Shire President and Freeman of the Shire, Bruce Hearman.

Shire President – Public Notification of Recording of Meetings

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further stated the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Piesse (President)	Ben Rose – Chief Executive Officer
Cr Atherton	Steve Potter – Executive Manager Operations
Cr King	Alan Thornton – Manager Corporate Services
Cr Lindemann	Damien Morgan – Manager Works and Services
Cr Mills	Bob Wallin – Manager Development Services
Cr Mitchell	Leigh Guthridge – Strategic Building Projects and Assets
Cr Tan	Elaine Clucas – Principal Environmental Health Officer
Cr Van Der Heide	Jaimee Earl – Acting Executive Assistant
Cr Wringe	

PUBLIC GALLERY

8 members of the public were in attendance.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

3.1 SHIRE PRESIDENT'S COMMUNICATION

DATE	EVENT
30 April 2019	Aged Care Reference Group Meeting with Ansell Strategic at Donnybrook St John's Centre
1 May 2019	Meeting with Minister for Police and Road Safety, Hon Mick Murray, Police Superintendent Mick Sutherland (SW Police) regarding traffic management through Donnybrook and Balingup
3 May 2019	SW Zone WALGA Meeting with CEO
10 May 2019	2018-19 Budget Launch by WA Premier Hon Mark McGowan with CEO
10 May 2019	Affordable Housing Project Meeting with SWDC and CEO
20 May 2019	Shire Economic Development Meeting with SWDC and CEO

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Cr Leanne Wringe has declared an impartiality interest in item 9.2.1 – Shire of Donnybrook Balingup Standpipes.

Ben Rose, Chief Executive Officer, Cr Dawn Tan and Cr Brian Piesse have declared impartiality interests in item 13.1.1 – Community Grants Funding Scheme.

Ben Rose, Chief Executive Officer, Cr Leanne Wringe, Cr Shane Atherton and Cr Brian Piesse have declared impartiality interests in item 13.1.4 – "RFT 03/1819 – Management of the Donnybrook Waste Management Facility.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Members of the public who raised questions at the Ordinary Council Meeting on 24 April 2019 have received written correspondence in follow up to their questions.

5.2 PUBLIC QUESTION TIME

The Shire President reminded the public gallery to please ask questions and not make statements during public question time.

Simon McInnes

In the Accounts for Payment, \$18,000 has been spent on Bridge Street so far. Is this coming out of the \$200,000 or is it additional?

Chief Executive Officer

The Shire has received \$600,000 advanced payment from the \$2 million grant, these funds have come from that.

Simon McInness

Last Wednesday Council held an Agenda Briefing from 2pm to 9pm that is supposedly open to the public but was not advertised. This is effectively not a public meeting and seems secretive. Was it minuted?

Chief Executive Officer

No. Agenda Briefings are administered under the Shire's Agenda Briefing Guidelines and do not require minutes to be taken. There is an item on tonight's agenda to amend these guidelines to allow the Briefing Agenda to be placed on the Shire's website prior to the meeting and better advertised that these sessions are open to the public. On the third Wednesday of each month from 2pm an Agenda Briefing is held where Councillors can ask questions and are briefed on the items on the upcoming Council Agenda. This session is held in accordance with the Agenda Briefing Guidelines. This same Wednesday there is also a Concept Forum which is closed to the public.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Bruce Hearman addressed Council on behalf of the Lions Club of Donnybrook, in relation to item 9.3.3 – Request to Support Lions Club Recycling Services.

6.4 DELEGATES REPORTS

Adoption by Exception:

COUNCIL RESOLUTION 46/19

Moved: Cr Atherton

Seconded: Cr Tan

That the following items be carried En Bloc:

- 7.1 Confirmation of Minutes – Ordinary Meeting of Council 24 April 2019**
- 9.1.2 Monthly Financial Report – March 2019**
- 9.3.1 Amendment 12 to Local Planning Scheme 7 – Lot 151 Bentley Road, Donnybrook**
- 9.3.2 Review of Local Planning Policy – Balingup Village Centre (Special Character Area)**
- 9.4.1 Tuia Lodge Quarterly Report**
- 9.5.3 Community Perception Survey Results**
- 9.5.4 Local Government Ordinary Election – October 2019**
- 9.5.7 Warren Blackwood Alliance of Councils Partnership**
- 9.5.8 Review of Building Portfolio**
- 9.5.11 Proposed WALGA South West Zone Agenda Item – Community Newspaper Awards**
- 13.1.2 Confidential – Award of Request for Tender RFT 02/1819 – Traffic Management Services**
- 13.1.5 Confidential – Chief Executive Officer Annual Performance Review – Appointment of Consultant**

CARRIED 8/1

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 24 APRIL 2019

Minutes of the Ordinary Meeting of Council held 24 April 2019 are attached (*attachment 7.1*).

Please note the Minutes have been amended to include the following at the request of Cr Mills:

“Cr Mills made a statement expressing his disappointment at the last minute interest shown regarding the relocation of the milling equipment, along with the emotional public question time. Cr Mills suggested the Shire and Council work at better involving the community in their decisions.”

**COUNCIL RESOLUTION 47/19
(Executive Recommendation)**

Moved: Cr Atherton

Seconded: Cr Tan

That the Minutes from the Ordinary Meeting of Council held 24 April 2019 be confirmed as a true and accurate record.

CARRIED 8/1 by En Bloc Decision

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 *MANAGER FINANCE AND ADMINISTRATION*

9.1.1 *ACCOUNTS FOR PAYMENT*

The Schedule of Accounts Paid (attachment 9.1.1) under Delegation (No 3.1) is presented to Council for information.

9.1.2 *MONTHLY FINANCIAL REPORT*

The Monthly Financial report for March 2019 is attached (*attachment 9.1.2*).

**COUNCIL RESOLUTION 48/19
(Executive Recommendation)**

Moved: Cr Atherton

Seconded: Cr Tan

That the monthly financial report for the period ended March 2019 be received.

CARRIED 8/1 by En Bloc Decision

9.2 MANAGER WORKS AND SERVICES

9.2.1 SHIRE OF DONNYBROOK BALINGUP STANDPIPES

Location	Shire of Donnybrook Balingup
Applicant	Water Corporation
File Reference	DEP 33/2
Author	Damien Morgan, Manager Works and Services
Attachments	9.2.1(1): Standpipe Location Plan 9.2.1(2): Water Corporation Frequently Asked Questions 9.2.1(3): Water Usage Summary
Voting Requirements	Simple Majority
Executive Summary	To advise the Water Corporation of the Shire's proposed classifications for three existing standpipes within the Shire that access scheme water.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Action No.	Actions
1.1 A diverse, prosperous economy, supporting local business and population growth	1.1.2 Provide appropriate infrastructure to support and enhance business	1.1.2.2	Provide appropriate local transport infrastructure
2.1 An attractive and maintained built environment	2.1.1 Maintain, renew and improve infrastructure within allocated resources	2.1.1.1	Develop and implement asset management plans

BACKGROUND

The Water Corporation has advised the Shire of Donnybrook-Balingup (Shire) of their intent to change the pricing structure for country Local Government owned fixed standpipes (which are serviced by Water Corporation infrastructure). Private and Bushfire Brigade standpipes (serviced via tanks or bores) are not part of this proposal.

The Shire has three standpipes that are subject to the proposed changes, and as the standpipes also have a history of being utilised for commercial, private and community purposes, the Shire will need to review how this service is managed going forward.

DETAILS

The Shire has three standpipes applicable to the proposed changes which are located in Donnybrook, Kirup and Balingup (refer *attachment 9.2.1(1)*).

The Water Corporation's reasons and justifications for the changes are outlined in *attachment 9.2.1(2)*, and will come into effect from 1 July 2019.

The standpipes facilitate access to water for a number of Shire tasks, but also have a history of being used by local fire brigades, community groups, businesses and ratepayers. Currently the Balingup and Kirup standpipes have a 40mm meter size and are locked and only accessible to Shire staff and the bushfire brigades. The Donnybrook standpipe which has a 50mm meter size has a history of being unlocked and there is an honour system whereby any users of the service are required to pay at the Shire office for any water taken.

Under the proposed changes the Shire is being requested to indicate how it wishes to classify the standpipes into the future which will determine the pricing structure applicable. As outlined on page 6 in *attachment 9.2.1(2)* there are a number of options for classifying standpipes with the most relevant to this matter including:

- Local Authority Standpipe;
- Community Use Standpipe;
- Commercial Standpipe; and
- Fire Standpipe.

Due to the rate increases it is considered that tighter controls may need to be considered regarding access to the standpipes, particularly the Donnybrook facility, to ensure the Shire is not exposed to significant cost increases.

Officers have reviewed the information provided by the Water Corporation and the current usage of the Shire's standpipes and consider the following to represent the most appropriate options going forward:

- Advise the Water Corporation that the Shire will classify both the Kirup and Balingup standpipes as Local Authority Standpipes. These standpipes will require a locking mechanism, and will not be available for community or private use. Both of these standpipes are 40mm meter size, and the applicable 2018/19 tariff under the new proposed Water Corporation charges for these standpipes will be \$2.534 per kilolitre (kL), however it should be noted this is subject to annual review through the State budget process. It is noted that under the current arrangements the Shire is paying an annual service charge of approximately \$250, however under the new arrangements there will be no annual service charge for this service. Refer *attachment 9.2.1(3)* for further detail on the usage history of the standpipes.
- Advise the Water Corporation that the Donnybrook standpipe will be classified as a Commercial Standpipe. This standpipe will be required to be locked, and will be used by the Shire and the fire brigades for various tasks. It will also be available for community groups, commercial parties and ratepayers to purchase water for their use at an applicable commercial rate. This service will only be available to the public during Shire office hours. This standpipe is a 50mm meter size, and the applicable 2018/19 tariff under the new proposed Water Corporation charges for this standpipe would be \$4.601 per kilolitre (kL), however this is subject to annual review through the State budget process. The use of this standpipe for Shire or fire-fighting purposes would also attract a rebate on the commercial rate, subject to adequate records being kept. The standpipe will have a revised annual service charge of \$1,658.93 (subject to annual review) which is a significant increase to the previous annual charge of \$253 (2017/18). Refer *attachment 9.2.1(3)* for further detail on the cost and usage history of the standpipe.

CONSULTATION

Officers have liaised with the Water Corporation about the proposed changes to obtain an understanding of the impact on the Shire. Subject to Council resolution on this issue, the Shire will advise the public of the outcome by placing information on our websites, in the Preston Press and by placing notices at each of the standpipes.

FINANCIAL IMPLICATIONS

The outline changes by the Water Corporation will result in a cost increase on future Shire budgets for this service. It is noted in *attachment 9.2.1(3)* by classifying our Balingup and Kirup standpipes as Local Authority standpipes we will actually have an annual cost reduction of approximately \$250 for each standpipe. However, under the revised for the Donnybrook standpipe we will have an estimated cost increase of approximately \$5,500 based on current usage rates.

In 2017/18, the Shire had \$4,826.21 in Water Corporation charges for the Donnybrook Standpipe of which \$3,490.06 was recouped from the non-Shire use of this service. It is anticipated that a large percentage of the proposed increased costs will be borne by the private use of this service.

Allowance for these increase costs will need to be allocated within future budgets. The Shire's Fees and Charges will need to reflect the new rates for the on-selling of water from the Donnybrook standpipe if this service is to continue.

The cost of implementing the required locking of the standpipes will be funded from annual operation budgets.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

The Water Corporation sets the rates for the provision of scheme water in Western Australia, and the Shire has to abide by the applicable rates and charges. The provision of access to scheme water for use by various external parties has been a service provided by the Shire for numerous years, and is recommended to continue, however in providing this service to external parties the Shire will need to consider recouping the additional costs incurred as a result of the increase in charges.

Cr Leanne Wringe has declared an impartiality interest in this item.

**COUNCIL RESOLUTION 49/19
(Executive Recommendation)**

Moved: Cr Mitchell Seconded: Cr Wringe

That Council:

- 1. Advises the Water Corporation that the Shire of Donnybrook Balingup requests the Kirup and Balingup standpipes (meter numbers WED9640065 and EK1500249) be classified as Local Authority standpipes only.**
- 2. Advises the Water Corporation that the Shire of Donnybrook Balingup requests the Donnybrook standpipe (meter number FK1400397) be classified as a Commercial Standpipe.**
- 3. Instructs the Chief Executive Officer to:**
 - 3.1 Secure all standpipes in accordance with the Water Corporation's requirements.**
 - 3.2 Undertake public notification of the proposed changes.**
 - 3.3 Implement internal processes for the Shire to re-coup costs from commercial, private and community groups requesting to purchase water from the Donnybrook standpipe with applicable amendments to be incorporated into the Shire's 2019/20 Fees and Charges.**

CARRIED 9/0

9.3 MANAGER DEVELOPMENT SERVICES

9.3.1 AMENDMENT 12 TO LOCAL PLANNING SCHEME 7 – LOT 151 BENTLEY ROAD, DONNYBROOK

Location	Lot 151 Bentley Road, Donnybrook
Applicant	Civil Technology
File Reference	TP17 AMD 12
Author	Bob Wallin, Manager Development Services
Attachments	9.3.1(1): Location Plan 9.3.1(2): Proposed Concept Sketch 9.3.1(3): Extract Local Planning Strategy 9.3.1(4): Wider Subdivision Concept
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> • Approval is recommended to initiate and advertise an amendment to Local Planning Scheme 7 subject to some modifications prior to advertising commencing. • The proposal is to rezone Lot 151 Bentley Road, Donnybrook from “General Agriculture” with a Development Investigation Area overlay to “Residential R5” with a Structure Plan overlay. • The proposal is generally consistent with the established planning framework that identifies the land as having potential for residential development.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
1.1 A diverse, prosperous economy, supporting local business and population growth	Promote, maintain and diversify investment in the district	1.1.1.4 Actively partner in regional growth planning partnerships and projects
1.2 Available land for residential, industrial and commercial development	Support and promote appropriate development of land within the district	1.2.1.1 Attract, promote and facilitate land development within the district

BACKGROUND

This item is presented to Council as a formal resolution is required to initiate the amendment and consider it for advertising.

The proposal is to amend the Shire’s Local Planning Scheme 7 (LPS7) by rezoning Lot 151 Bentley Road, Donnybrook from “General Agriculture” with a “Development Investigation Area 5” (DIA5) overlay to “Residential” with a density coding of R5 and including a Structure Plan overlay. *Attachment 9.3.1(1)* shows a location plan. The amendment is also supported by a

subdivision concept plan (*attachment 9.3.1(2)*) which shows indicative road layouts and lot sizes.

The Shire's long term vision for the site is articulated in the Shire's Local Planning Strategy which identifies the land as "Residential Investigation" (*attachment 9.3.1(3)*).

DIA5 of LPS7 identifies a land use expectation for the site as "Residential" with Schedule 13 listing matters to be addressed in a structure plan, including:

- Lot sizes between 2000m² and 4000m²;
- Public Open Space (POS) provision;
- Landscaping and vegetation plan;
- Effluent disposal and servicing;
- Buffers for agricultural land;
- Protection of native vegetation; and
- Fire management.

In creating residential lots, the zoning of land through the amendment process represents the first step in a wider set of processes. In this instance, the proposed rezoning amendment will establish the planning framework to guide a structure planning process by inserting text into Schedule 11 Structure Plan Areas of LPS7. A future structure plan document will then address finer level design and servicing matters. Structure plans are assessed through a separate process that includes advertising, a Council recommendation and a final decision by the WAPC. Once the structure plan process has been concluded, a subdivision application is required. The subdivision application process will enable all the provisions of LPS7 and the structure plan to be implemented prior to new lots being created and made available for market.

This amendment falls under the category of a "Standard Amendment". The process for standard amendments includes the following steps:

- Step 1) Council resolves to initiate the amendment;
- Step 2) Council resolves to advertise the amendment;
- Step 3) Amendment is referred to EPA for environmental assessment;
- Step 4) Amendment is advertised to the public and government agencies;
- Step 5) Council to consider submissions and make a recommendation for final approval;
- Step 6) Western Australian Planning Commission (WAPC) makes a recommendation to Minister for Planning;
- Step 7) Minister for Planning determines proposal; and
- Step 8) Subject to approval by Minister the amendment is gazetted.

This proposal is presented to Council for a decision on Steps 1 and 2.

DETAILS

The proposed amendment is consistent with the strategic vision for the site. *Attachment 9.3.1(4)* demonstrates how the site design can be integrated and coordinated with a design for the wider DIA5 area.

Shire staff have negotiated changes to the document to:

- Include structure plan requirements that address details associated with movement networks, water management, landscaping and POS provision;
- Provide additional technical data on land capability regarding soil suitability for on-site effluent disposal;
- Provide additional information on buffer from agricultural activities (orchards and feedlot); and
- Review the design to improve POS and road layout outcomes.

The proposed amendment report details items to be addressed at the structure planning stage by inserting text into Schedule 11 of LPS7. This will ensure that appropriate detailed studies and design matters are addressed and assessed at the appropriate stage.

The amendment report provides suitable evidence for progressing the amendment document to advertising, addressing matters associated with:

- Bushfire risk;
- Existence of remanent vegetation;
- Soil conditions for on-site effluent disposal;
- Indicative design for future connectivity; and
- Buffer separation distances from existing agricultural activities.

The only matter of concern relates to the proposed provision of POS in Section 6.4 of the amendment report. The amendment proposes that a 5% POS land contribution is justified - based on statements contained in the draft Liveable Neighbourhoods 2015 (LN 2015). This position varies from the standard requirement for a 10% POS contribution. The following table outlines LN 2015 criteria where a reduced POS contribution can be considered by the WAPC and analysis.

Draft LN 2015 criteria	Analysis
Smaller country towns with limited prospects.	The Donnybrook town site does not have limited prospects for growth. This is demonstrated by recent subdivision activity and the strategic vision contained in the Local Planning Strategy.
Public open space response to particular climate.	This provision relates to climate responses to towns in drier and hotter climates such as the Pilbara. This climate conditions have implications for use and servicing of open space. This consideration is not relevant in the Donnybrook townsite context.
Where public open space is not used for water management purposes.	Not relevant.
Does not include any restricted use public open space.	The POS contains vegetation. This may restrict the utility of the open space for unconstrained open space use when combined with the limited size of the proposed POS.

The proponent, with advice from the local government, demonstrates that there is sufficient public open space in the locality.	There is no formal active POS in the locality. The areas nearby are presently undeveloped reserves for low intensity use such as walking trails.
The public open space is designed, developed and located to provide the entire community with access to sport, nature and recreation opportunities.	The proposed POS is not of a size, when combined with retaining vegetation to enable sporting activity to occur or a wide range of recreational opportunities.
The public open space is developed in accordance with a Landscaping/public open space management plan approved by the local government.	No landscaping/public open space management plan has been presented. It is noted that this could be provided at a later stage.

Based on this analysis, the applicant’s position of a reduced 5% POS contribution is not supported. It is recommended that Council’s endorsement for initiating the amendment be subject to all references to a 5% POS provision forming part of the proposed amendment being removed from the amendment report (and accompanying plans) by the applicant, prior to advertising commencing.

CONSULTATION

The *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations) details the public advertising process. If supported, the amendment will be advertised in accordance with the Regulations. Advertising will include a notice in the local paper, on the Shire’s website and by means of written notification being forwarded to nearby landowners and government agencies.

It will be necessary to further present the amendment to Council once the advertising period has closed. This will enable Council to consider any submissions received and make a recommendation on how to proceed to the WAPC and Minister for Planning.

FINANCIAL IMPLICATIONS

Advertising in the local paper will cost approximately \$250. An assessment fee is required to be paid by the applicant and will cover staff and advertising expenses.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Part 5 of the *Planning and Development Act 2005* outlines the processes and requirements for amending local planning schemes. This includes Section 81 that details the need for an Environmental Decision by the EPA prior to formal public advertising starting.

Part 5, Division 3 of the Regulations – Process for standard amendments to local planning scheme details processing and advertising requirements for Standard Amendments.

CONCLUSION

The proposal is generally consistent with the strategic intent identified for the land and contains an acceptable level of detail to progress the amendment.

Future structure planning will address detailed design and servicing matters prior to subdivision being considered.

The advertising process will enable government and servicing agencies to assess technical elements of the proposal as well as enabling local landowners to comment.

It is recommended that approval be granted to initiate and advertise proposed Amendment 12. However, it is recommended that Council's endorsement be subject to all references to a 5% POS provision being removed from all material prior to advertising.

COUNCIL RESOLUTION 50/19 (Executive Recommendation)

Moved: Cr Atherton

Seconded: Cr Tan

That Council:

- 1. Resolves to initiate and advertise Amendment 12 to Local Planning Scheme 7 to rezone Lot 151 Bentley Road, Donnybrook "Residential" with a density code of R5, pursuant to Part 5, Division 1, 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
- 2. Advises the applicant that Council's support to initiate the amendment as per point 1 is subject to:**
 - 1.1 The applicant amending the application report and accompanying concept plans to remove all references to a 5% provision of public open space prior to advertising commencing; and**
 - 1.2 Payment of the application fee of \$2,750.**
- 3. Determines that the amendment is a "Standard Amendment" pursuant to Part 5, Division 1, 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason:**
 - The amendment is consistent with a local planning strategy for the Scheme that has been endorsed by the Commission.**

CARRIED 8/1 by En Bloc Decision

9.3.2 REVIEW OF LOCAL PLANNING POLICY - BALINGUP VILLAGE CENTRE – (SPECIAL CHARACTER AREA)

Location	Shire of Donnybrook Balingup
Applicant	Steve Potter, Executive Manager Operations
File Reference	ADM 11/3
Author	Bob Wallin, Manager Development Services
Attachments	9.3.2(1): Draft Local Planning Policy
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> • Recommend advertising the draft amended Local Planning Policy 9.21 - Balingup Village Centre (Special Character Area); • The draft amended policy has been updated to reflect comments received during two public workshops. • The changes provide more site-specific guidance by creating three precincts.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
1.1 A diverse, prosperous economy, supporting local business and population growth	Promote, maintain and diversify investment in the district	1.1.1.2 Review the Shire’s town planning framework to enable a diversity of investment in the district

BACKGROUND

At the Ordinary Council Meeting held 24 April 2018 Council resolved to:

“... b) undertake a separate advertising process for Policy 9.21 Balingup Village Centre – Special Character Area seeking local feedback on direction and purpose of the policy....”

Based on this direction, staff have conducted two public workshops in Balingup. The first was held on 12 December 2018 with the intent being to seek general guidance and ideas about the level of development control required within Balingup. The second workshop was held on 17 April 2019 sought community feedback on the draft policy prior to presenting to Council for further consideration.

The first workshop was attended by 26 members of the public and the second by seven. Both workshops provided staff with guidance and assistance in preparing the draft amended policy.

DETAILS

Attachment 9.3.2(1) contains the draft Policy 9.21 - Balingup Village Centre (Special Character Area).

The proposed changes to the existing policy include the following components:

- Creating three separate precincts with individual design objectives/outcomes and provisions;
- Provisions that provide guidance on fencing controls;
- Allowances for relaxation of nil front setback requirements subject to satisfying criteria; and
- Improved clarity on car parking requirements.

This draft policy has been prepared based on clear community feedback to keep the policy flexible and simple.

CONSULTATION

Schedule 2, Part 2, clause 4, of the *Planning and Development (Local Planning Schemes) Regulations 2015*, sets out the requirements and processes for amending a Local Planning Policy. The requirements of the Regulations include the need for Council to advertise policies.

The advertising process will include a notice in the local paper, the Shire's website and a letter notice to all properties contained within the policy area.

FINANCIAL IMPLICATIONS

Advertising in the Local Paper and mailing to impacted properties is estimated to cost approximately \$250.

POLICY COMPLIANCE

The proposed changes are required to ensure consistency with LPS7 and clarify the intent and purpose of the policy. This will make any future Council decisions based on the policy more defensible, if appealed.

STATUTORY COMPLIANCE

Schedule 2, Part 2, clause 4, of the *Planning and Development (Local Planning Schemes) Regulations 2015*, sets out the requirements and processes for amending a Local Planning Policy.

CONCLUSION

The proposed draft policy is intended to provide site responsive guidance to the future development of the Balingup townsite to ensure any development is sensitive to the existing character evident. It is recommended that the draft policy be advertised for public comment.

**COUNCIL RESOLUTION 51/19
(Executive Recommendation)**

Moved: Cr Atherton

Seconded: Cr Tan

That Council:

- 1. Advertises the draft amended Local Planning Policy 9.21 - Balingup Village Centre (Special Character Area) as per *attachment 9.3.2(1)*.**
- 2. Subject to no public submissions being received that raise objections to the draft policy and/or necessitate further amendments, adopts the amended policy as provided in *attachment 9.3.2(1)*.**
- 3. In the event that objections and/or submissions are received that necessitate further amendments to the draft policy, requests the Chief Executive Officer to bring a further report back to Council for further consideration.**

CARRIED 8/1 by En Bloc Decision

9.3.3 REQUEST TO SUPPORT LIONS CLUB RECYCLING SERVICES

Location	Shire of Donnybrook-Balingup
Applicant	Lions Club of Donnybrook Inc.
File Reference	HLT 07/1
Author	Elaine Clucas, Principal Environmental Health Officer
Attachments	9.3.3(1): Impact of Changing International Market Conditions on Recycling 9.3.3(2): Recycling Market Update and Consistent Communications
Voting Requirements	Simple Majority
Executive Summary	<p>Recommend to subsidise the Lions Club of Donnybrook Inc. (Lions Club) to cover losses incurred with the processing of portions of the Shire’s recyclable material.</p> <ul style="list-style-type: none"> • There has been a significant shift in the global recycling economy resulting in increased processing costs and reduced demand for products. • The Lions Club of Donnybrook Inc. have incurred losses (estimated to be up to \$6000 by the end of the financial year) from processing the Shire’s recyclable material.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
Outcome 2.4 - Efficient and effective waste management	Undertake efficient waste management services	2.4.1.2 Provide efficient and effective waste services
	Promotion of waste minimisation	2.4.2.1 Encourage recycling and organic waste recycling 2.4.2.2 Lobby for adequate waste disposal systems
Outcome 2.3 – A natural environment for the benefit of current and future generations	Efficient use of resources to minimise environmental impacts	2.3.1.2 Encourage community to adopt alternative energy and green options
Outcome 3.2 – Well supported community groups and facilities	Encourage and support volunteers and community organisations	3.2.2.1 Continue to support, encourage and recognise community volunteers
		3.2.2.2 Provide support for community organisations

BACKGROUND

The Lions Club of Donnybrook Inc. (Club) is seeking support from the Shire to compensate the Club for losses incurred in processing portions of the Shire's recyclable material.

The Club administers the Materials Recovery Facility (MRF) located at the Donnybrook Waste Management Facility (DWMF) and also provides all of the plant and equipment for operations at the site. The administration of this facility provides funding for the Club to undertake service works for communities locally, nationally and internationally. Personnel working in the facility are either non-paid Club members or participants in the Australian Federal Government 'Work for the Dole' program.

Over the last 12 months, the profitability for the Lions Club has reduced to a point where it now makes an operating loss and is now costing the Club money each month to continue the service. The cause of these losses can be directly attributed to the China 'National Sword' policy which has had a significant impact on recycling commodity prices around the world. Information provided by WALGA on the impacts on local governments as a result of the National Sword program are provided in *attachment 9.3.3(1)* and *attachment 9.3.3(2)*.

The Lions Club of Donnybrook Inc. and the Shire of Donnybrook-Balingup have been working together on the MRF since 2009 via a Memorandum of Understanding (MOU) which is reviewed on a two-yearly cycle.

DETAILS

The Club is a not-for-profit service club based in the Shire of Donnybrook Balingup and carries out a variety of fundraising and service activities throughout the year in the Shire and also provides financial support for community needs nationally and internationally.

Locally the primary fundraising activity for the Lions Club in recent years has been the administration of the MRF located at the DWMF. The Club has advised the administration of the facility involves a management team of three Club members (who do not work at the facility) and a working crew of participants in the Australian Federal Government 'Work for the Dole' program. On occasion members of the Club assist with hands-on operations.

Staff have also been advised that there are two shifts per week on Tuesdays and Fridays. Six people cover the shifts, contributing between 70 and 250 hours per week depending on the time of year. It is estimated that a total of 1500 hours are required each year to carry out the sorting processes with additional hours required for the overarching management of the facility.

The waste received by the facility is sourced from the Balingup Waste Transfer Station and commercial businesses in the Shire, in addition to their kerbside service from ratepayers. The waste generally arrives in large bins which are tipped onto the shed floor and then manually sorted into either packing bales (if clean) or a waste pile (if contaminated). Contaminated waste is transferred into the organics waste system or landfill as appropriate.

With the much publicised China National Sword restrictions, which came into effect on 1 January 2018, sellers of recyclables worldwide have been advised that the country will no longer accept many previously accepted products resulting in –

- an oversupply of recyclables in the market place;
- a significant decrease in commodity prices;

- a significant increase in processing costs due to a requirement to reduce the amount of allowable contamination;
- some commodities being stockpiled; and
- some previously recycled products no longer being accepted at all.

The Club has advised that the introduction of the policy has had a dramatic and direct impact on the function and profitability of the MRF due to the following -

1. Quality of recyclable material

A zero contamination acceptability standard under the National Sword policy, means any contamination above 0.3% will result in the entire bale being rejected. China has inspectors in Australia who check bales prior to the bale being accepted. A rejected bale is charged back to the Club with associated costs.

The Club does not have control over the quality of the recyclables received. A high percentage is stored in large bins on farming properties or at the rear of commercial properties exposed to weather which subsequently impacts on the recyclability of the material. Further, the Club does not have storage facilities at the MRF suitable for storing processed bales free from exposure to weather prior to transport.

The Club has received an in-kind donation of a large temporary shelter with a commitment to donate the labour costs to erect the shelter. The erection of the shelter has been put on hold until the future of the MRF is determined.

2. Cost of transport

Currently the cost of transport is subsidised by a local freight company. The bales are taken when the freight company has availability, rather than on demand. This has, at times, allowed processed bales to be weather damaged and in some cases rejected. The costs for on-demand transport would be much greater and therefore prohibitive.

3. Perception of Club undertaking a Shire function

Officers have been advised there is concern amongst membership of the Club that there may be a perception that the Club is undertaking a function of the Shire.

Further, the Club has indicated that it feels that ratepayers may have an expectation that as they pay a waste levy to the Shire, that the Shire should cover the costs of managing waste with these funds. The Club considers that the public may not be pleased if aware that the Lions Club was drawing on its own funds to subsidise costs for a Shire responsibility.

As the recycling function is currently incurring a loss, members are also concerned that it possibly breaches Lions Club International rulings on donating funds to 'publicly disclosed causes without any shrinkage'.

4. Financial viability

The Club expects that the losses incurred to date and for the remainder of the financial year will amount to approximately \$6,000. Expenses primarily relate to transport however, also

include sundry items for the facility and baling activities. The Lions Club have provided evidence of costs incurred.

As an example of current costs, the most recent delivery of recyclables to the buyer was 12.58 tonnes (38 bales). The rebate for cardboard is currently \$30 per tonne, which resulted in a payment of \$377.40 being received. The (subsidised) cost of freight was \$439.77 resulting in a loss of approximately \$60 or \$1.60 per bale.

The total tonnage of cardboard processed at the MRF for the financial years ending 2017 and 2018 was 182.72 tonnes and 193.62 tonnes respectively. The tonnage for the current financial year to date is 32.28 tonnes. This reduced figure is due to the number of bales that have either been rejected or not sent for processing as a result of contamination.

On 22 April 2019 the Club respectfully advised the Shire that should they not receive Shire funding to compensate for the losses incurred, they will have no option other than to withdraw their services of administering the MRF.

FUTURE OPTIONS

In dealing with the matter, Council is considered to have several options (and possibly a combination of the various components therein) –

Option 1: Council agrees to recompense the Club for losses incurred for the 2018/19 financial year and initiates a review of the future operations of the MRF (Recommended).

Under this option Council would:

1. Approve the Club's request to be reimbursed for losses incurred during the 2018/19 financial year (subject to substantiation); and
2. Request the Chief Executive officer meet with the Club and other stakeholders to review the future operations of the Material Recovery Facility with a view to identifying an operating model that reflects the amended market conditions;
3. Subsequent to the meeting(s) taking place, requests the Chief Executive Officer to bring a further report back to Council to consider the matter further.

Option 2: The Shire resolves not to continue with the arrangement with the Lions Club and explores options for a 'paid' contractor to provide the recycling service.

The current model of operation for the MRF relies heavily on unpaid labour. It is highly unlikely that another operator would have this cost advantage and therefore, this option may be cost prohibitive for the Shire.

The function currently performed by the Club could possibly be undertaken by the contracted operator of the Donnybrook Waste Management Facility as a part of their normal operations. This has not been considered as part of the current or future arrangements and therefore would need to be discussed/negotiated separately with the contracted operator.

Option 3: The Shire of Donnybrook-Balingup resolves not to continue with recycling products relevant to the MRF and diverts such materials to landfill.

The risks associated with this option include:

- The long term environmental impacts;
- The public perception of the Shire opting for landfill and the potential reputational damage to the Shire;
- Exceedance of volume limitations of current landfill and the resulting shortening of the landfill site's life span;
- The whole of life costs of landfill which have previously been estimated at approximately \$100 per tonne.

CONSULTATION

A meeting was held between relevant Shire Officers and Executive of the Lions Club in June 2018 to discuss concerns with ongoing operations at the MRF in light of the introduction of the China Sword policy.

A number of actions were agreed to which the Lions Club then tabled and passed at their subsequent Club meeting. The actions included:

1. Affirming its appreciation of the Club operating the MRF;
2. Endorsing the community view that recyclables going to landfill is unacceptable;
3. Inserting an allocation in the draft budget should there be a loss next year;
4. Inserting in the draft budget funds to cover maintenance of the MRF;
5. Providing new interior and exterior signs at the MRF;
6. Having ground works done at the MRF to improve its operations;
7. Working with Hastie Waste to improve the quality of the recyclables coming from Balingup;
8. Undertaking to take bales that will be rejected (soiled/wet/mixed) to the Dardanup Organics facility;
9. Undertaking to continue to work with the Club to improve the operation of the MRF.

The Shire has enacted a number of these actions however, items 3 and 4 have not been actioned.

A subsequent meeting was held on 27 February 2019 between the Secretary of the Lions Club and the Shire Principal Environmental Health Officer where the previously discussed concerns were again raised, in summary:

1. To cover the accumulated losses of the Lions and for the remainder of the financial year;
2. To review the MOU;
3. To remove the current stockpile of contaminated bales;
4. To increase public education relating to 'clean' recycling;
5. To develop a "wish list" to determine future activities.

FINANCIAL IMPLICATIONS

The cost of providing a subsidy to the Donnybrook Lions Club for the current financial year is expected to be approximately \$6,000 however, this is dependent on the total volume of recyclable material processed over the remainder of the financial year.

The viability and sustainability of any ongoing arrangement in the long term will need to be considered going forward. If Council is supportive of the Officer recommendation, this may be one of the outcomes of any meetings held.

Depending on Council's determination of the matter, future costs will be determined by how the facility is operated and additional funding may need to be considered in the development of the Shire of Donnybrook Balingup 2019/20 Annual Budget.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

The local government's powers to impose rates, fees and charges in relation to waste services are set out in section 66 to 68 of the *Waste Avoidance and Resource Recovery Act 2007 (WARR Act)* and section 6.16 and 6.17 of the *Local Government Act 1995*.

CONCLUSION

The Lions Club is a local not-for-profit service group which, due to unforeseen circumstances, is now returning a loss for the administration of the Donnybrook Material Recovery Facility. Officers consider the request for financial support presented to the Shire of Donnybrook-Balingup by the Lions Club of Donnybrook Inc. is reasonable and should be considered for support, however also recommends that alternative options are explored for the continuation of this service in the longer term.

EXECUTIVE RECOMMENDATION

Moved: Cr Atherton

Seconded: Cr Tan

That Council:

- 1. Approves the request from the Lions Club of Donnybrook Inc. to be reimbursed for losses incurred during the 2018/19 financial year up to a maximum of \$6,000, subject to documentation substantiating such losses being provided to the satisfaction of the Chief Executive Officer;**
- 2. Advises the Lions Club that this represents a 'one-off' payment for the 2018/19 financial year and that the Shire will not contemplate any future requests to cover Lions Club losses associated with the Material Recovery Facility;**
- 3. Advises the Lions Club that should it determine to continue operating the Material Recovery Facility then it does so at its own cost and risk;**
- 4. Reaffirms the Shire of Donnybrook Balingup's commitment to the recycling and re-use of cardboard and paper products by offering to receive appropriate products at the Shire's Organic Waste Processing Facility, to the extent that it is**

- practical to do so, should the Lions Club determine it is financially unsustainable to continue operating the Material Recovery Facility.**
- 5. Requests the Chief Executive Officer review disposal fees in the Shire’s 2019/20 Schedule of Fees and Charges to ensure costs are adequately recovered for receiving commercial quantities of cardboard and paper waste.**
 - 6. Notwithstanding items 1-5, authorises the Chief Executive Officer to negotiate with the Lions Club on an ongoing basis with a view to continuing the operation of the Material Recovery Facility if possible, subject to the operation being financially viable without requiring further financial support from the Shire.**

AMENDMENT

Moved: Cr Mills

Seconded: Cr King

That Council:

- 1. Approves the request from the Lions Club of Donnybrook Inc. to be reimbursed for losses incurred during the 2018/19 financial year up to a maximum of \$6,000, subject to documentation substantiating such losses being provided to the satisfaction of the Chief Executive Officer;**
- ~~**2. Advises the Lions Club that this represents a ‘one-off’ payment for the 2018/19 financial year and that the Shire will not contemplate any future requests to cover Lions Club losses associated with the Material Recovery Facility;**~~
- ~~**3. Advises the Lions Club that should it determine to continue operating the Material Recovery Facility then it does so at its own cost and risk;**~~
- 4. Reaffirms the Shire of Donnybrook Balingup’s commitment to the recycling and re-use of cardboard and paper products by offering to receive appropriate products at the Shire’s Organic Waste Processing Facility, to the extent that it is practical to do so, should the Lions Club determine it is financially unsustainable to continue operating the Material Recovery Facility.**
- 5. Requests the Chief Executive Officer review disposal fees in the Shire’s 2019/20 Schedule of Fees and Charges to ensure costs are adequately recovered for receiving commercial quantities of cardboard and paper waste.**
- 6. Notwithstanding items 1-3, authorises the Chief Executive Officer to negotiate with the Lions Club on an ongoing basis with a view to continuing the operation of the Material Recovery Facility if possible, subject to the operation being financially viable without requiring further financial support from the Shire.**

CARRIED 7/2

The amendment became the substantive motion.

AMENDMENT

Moved: Cr Van Der Heide

Seconded: Cr King

That Council:

- 1. Approves the request from the Lions Club of Donnybrook Inc. to be reimbursed for losses incurred during the 2018/19 financial year up to a maximum of \$6,000, subject to documentation substantiating such losses being provided to the satisfaction of the Chief Executive Officer;**
- 2. Reaffirms the Shire of Donnybrook Balingup's commitment to the recycling and re-use of cardboard and paper products by offering to receive appropriate products at the Shire's Organic Waste Processing Facility, to the extent that it is practical to do so, should the Lions Club determine it is financially unsustainable to continue operating the Material Recovery Facility.**
- 3. Requests the Chief Executive Officer review disposal fees in the Shire's 2019/20 Schedule of Fees and Charges to ensure costs are adequately recovered for receiving commercial quantities of cardboard and paper waste.**
- 4. Notwithstanding items 1-3, authorises the Chief Executive Officer to negotiate with the Lions Club on an ongoing basis with a view to continuing the operation of the Material Recovery Facility if possible. ~~subject to the operation being financially viable without requiring further financial support from the Shire.~~**

CARRIED 6/3

The amendment became the substantive motion.

COUNCIL RESOLUTION 52/19

Moved: Cr Atherton

Seconded: Cr Tan

That Council:

- 1. Approves the request from the Lions Club of Donnybrook Inc. to be reimbursed for losses incurred during the 2018/19 financial year up to a maximum of \$6,000, subject to documentation substantiating such losses being provided to the satisfaction of the Chief Executive Officer;**
- 2. Reaffirms the Shire of Donnybrook Balingup's commitment to the recycling and re-use of cardboard and paper products by offering to receive appropriate products at the Shire's Organic Waste Processing Facility, to the extent that it is**

practical to do so, should the Lions Club determine it is financially unsustainable to continue operating the Material Recovery Facility.

- 3. Requests the Chief Executive Officer review disposal fees in the Shire's 2019/20 Schedule of Fees and Charges to ensure costs are adequately recovered for receiving commercial quantities of cardboard and paper waste.**
- 4. Notwithstanding items 1-3, authorises the Chief Executive Officer to negotiate with the Lions Club on an ongoing basis with a view to continuing the operation of the Material Recovery Facility if possible.**

CARRIED 9/0

9.4 MANAGER AGED CARE SERVICES

9.4.1 TUIA LODGE QUARTERLY REPORT

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	CSV 01/2
Author	Jason Vlasschaert, Acting Manager Aged Care Services
Attachments	9.4.1(1): Tuia Lodge - Quarter Three Report 2018/19
Voting Requirements	Simple Majority
Executive Summary	It is recommended that the Tuia Lodge Quarterly Report for Quarter Three 2018/19 be received by Council.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
4.2 A respected, professional and trusted organisation	4.2.1 Effective and efficient operation and service provision	4.2.1.4 Demonstrate sound financial planning and management, including revenue / expenditure review and revenue diversification strategies and long term financial planning.

BACKGROUND

At its Ordinary Meeting on 23 August 2017 Council resolved to:

- 1) *...direct the Chief Executive Officer to prepare a quarterly report on an ongoing basis, regarding the management and operations of the Tuia Lodge Aged Care facility, with sufficient detail to ensure Elected Members can fulfil their individual obligations associated with the Shire of Donnybrook Balingup being the 'Approved Provider' for the facility.*
- 2) *That the report for each quarter, be presented at the next Ordinary Council meeting:*

REPORT	ORDINARY COUNCIL MEETING
July 1 – September 30	October 2017
October 1 – December 31	February 2018
January 1 – March 31	April 2018
April 1 – June 30	July 2018

The above resolution has been implemented and it is recommended the reports continue to be presented to Council on a quarterly basis.

DETAILS

This report covers quarter three (3) of the 2018/19 financial year. Comprehensive details including an Executive Summary, Residential Data, Employee Statistics, Occupational Safety and Health, Maintenance and Finance, are provided for Council's information at *attachment 9.4.1(1)*.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

In accordance with 2018/19 Budget allocations.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Aged Care Act 1997.

CONCLUSION

It is recommended that the Tuia Lodge Report for the third quarter of 2018/19 be received by Council.

COUNCIL RESOLUTION 53/19

(Executive Recommendation)

Moved: Cr Atherton

Seconded: Cr Tan

That Council receive the Tuia Lodge Quarterly Report for January – March 2019.

CARRIED 8/1 by En Bloc Decision

9.5 CHIEF EXECUTIVE OFFICER

9.5.1 AMENDMENT TO COUNCIL AGENDA BRIEFING SESSION GUIDELINES

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	CNL 16
Author	Loren Clifford, Corporate Planning and Governance Officer
Attachment	9.5.1(1): Amended Council Agenda Briefing Session Guidelines
Voting Requirements	Simple Majority
Executive Summary	It is recommended that Council endorse the changes to the Agenda Briefing Session Guidelines.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal.

Outcome	Strategy	Action No	Actions
4.1 A strategically focused, open and accountable local government	Provide accountable and strategic leadership	4.1.13.	Review Council, Committee and Working Group governance structures and meeting programs

BACKGROUND

At the 17 April 2019 Council Agenda Briefing Session, Council discussed the Agenda Briefing Session Guidelines, and if the Agenda briefing documents be made accessible to the public via the Shire website prior to the Agenda Briefing Session.

DETAILS

Clarity and direction from Council is sought, as to whether Agenda Briefing Session documents should be made available to the public prior to the briefing session and when they should be made available. The Executive’s recommendation is that:

- Agenda Briefing documents be made available via the Shire website 48 hours prior to the Agenda Briefing Session (as well as hard copies available at the meeting); and
- The Agenda Briefing Session Guideline be amended to provide extra clarity that Agenda Briefing Sessions are open to the public to attend (except for confidential agenda items).

CONSULTATION

Council discussed the reviewed changes at the April 2019 Agenda Briefing Session.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

Direction from Council is being sought, as to whether Agenda Briefing Sessions documents should be loaded on the Shire's website prior to the Agenda Briefing session. It is recommended that Council adopt the Agenda Briefing Session Guidelines (*attachment 9.5.1(1)*) to include that the Agenda Briefing papers will be loaded on the Shire's website 2 days (48 hours) prior to the briefing session.

ALTERNATE MOTION

Moved: Cr Mitchell

Seconded: Cr Tan

That Council discontinue formal Council Agenda Briefing Sessions for a trial period of six months and replace with a closed informal question and answer session.

LOST 2/7

COUNCIL RESOLUTION 54/19

(Executive Recommendation)

Moved: Cr Tan

Seconded: Cr King

- 1. That Council adopt the amended attached Agenda Briefing Session Guidelines, which include the following modifications:**
 - 1.1 Agenda Briefing papers (clearly watermarked as 'Draft' and with advice as to potential amendment or withdrawal of items) will be loaded on the Shire's website two days (48 hours) prior to the briefing session.**
 - 1.2 The Agenda Briefing Session Guideline be amended to provide extra clarity that Agenda Briefing Sessions are open to the public to attend (except for confidential agenda items).**
- 2. That Council instruct the Chief Executive Officer to promote community attendance at Agenda Briefing Sessions via the Preston Press and Shire social media channels.**

CARRIED 9/0

9.5.2 YABBERUP COMMUNITY ASSOCIATION – REQUEST FOR FUNDING

Location	Shire of Donnybrook Balingup
Applicant	Yabberup Community Association
File Reference	CSV 02
Author	Sharon Upston, Manager Community Development
Attachments	9.5.2(1): Letter from Yabberup Community Association
Voting Requirements	Simple Majority
Executive Summary	The Yabberup Community Association has requested a financial contribution towards the cost of a brick shed.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
3.2 Well supported community groups and facilities.	3.2.1 Provide and maintain appropriate community facilities. 3.2.2 Encourage and support volunteers and community organisations	3.2.1.2 Maintain community facilities within resource capacity. 3.2.2.2 Provide support for community organisations.
3.3 A safe and healthy community environment for all ages.	3.3.2 Promote retention of youth and families within the district.	3.3.2.2 Continue to provide and develop community facilities and services that appeal to youth and families.

BACKGROUND

The Yabberup Community Association has written to the Shire requesting funding assistance towards a new brick shed to be constructed next to the Yabberup Hall (*attachment 9.5.2(1)*).

The new shed will enable community groups to use the Yabberup Hall without clearing out furniture and equipment on each occasion.

The group has asked that their request for financial assistance be considered as part of the Council's budget planning process for the 2019-20 financial year.

DETAILS

The Shire has developed a long term asset plan for buildings that schedules asset expansion and preservation projects. This is documented in the Buildings Asset Management Plan (BAMP), which is to be reviewed in Q3 each year (noting the next review is scheduled for Q3 2020, as the BAMP's inaugural development has been in Q2 2019).

At that time, Council may re-prioritise identified works within the BAMP. Re-prioritising of works within the BAMP may affect the calculated amount of the Annual Transfer to Reserve and therefore alter the budgetary effect.

CONSULTATION

Sharon Upston, Manager Community Development has been assisting the group with external funding applications.

FINANCIAL IMPLICATIONS

The current BAMP lists the following scheduled expenditure at the Yabberup Hall within the next 15 years:

Year	Amount
2019/20	\$2,040
2023/24	\$13,801
2024/25	\$5,631
2031/32	\$6,468
2033/34	\$3,365

These amounts are allocated for preservation and maintenance activities (such as painting), not for the construction of a new building next to the Hall.

Bridgetown contractor, Variety Construction, has quoted \$31,308.75 to construct the proposed shed, subject to final working drawings, site visit, specification of materials and engineering drawings.

Lotterywest have advised the group that in order to apply for funding, they will require a commitment of at least \$4,000 from the Shire towards the project.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

This is a request for infrastructure, which should be considered and prioritised against other projects as part of the annual review of the BAMP. It is not recommended to include the request in the 2019-20 budget planning process, without it first being identified in the BAMP for the 2019-20 year. Reallocating the identified works from future years to 2019/20 will either require:

- An additional transfer of \$4,000 to the Building reserve account and consequential de-allocation of other scheduled funding; or
- Re-prioritising reserve transfers projected for 2019-20 to allow for this cost.

COUNCIL RESOLUTION 55/19 (Executive Recommendation)

Moved: Cr King

Seconded: Cr Atherton

That Council support the referral of the request from the Yabberup Community Association for contribution funding towards the new shed to the next review of the Building Asset Management Plan in Quarter 3, 2020.

CARRIED 7/2

9.5.3 COMMUNITY PERCEPTION SURVEY RESULTS

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	CNL 34M CNL 34P
Author	Sharon Upston, Manager Community Development
Attachments	9.5.3(1): MARKYT Community Scorecard – Like Councils Report
Voting Requirements	Simple Majority
Executive Summary	Council endorse the Markyt Community Scorecard and identify actions to address key priorities.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
4.1 A strategically focused, open and accountable local government.	4.1.2 Continue to enhance communication and transparency.	4.1.2.1 Ongoing meaningful communication and engagement with residents, ratepayers and stakeholders.
4.2 A respected, professional and trusted organisation.	4.2.1 Effective and efficient operations and service provision.	4.2.1.3 Monitor and measure organisational performance.

BACKGROUND

In January and February 2019 the Shire engaged consultants from Catalyse Pty Ltd to administer a MARKYT Community Scorecard to evaluate community priorities and measure Council's performance against key indicators in the Strategic Community Plan.

The Shire supported the survey with promotions through its communication channels including the website, newsletters and social media.

Catalyse provided a benchmarking analysis report comparing this Shire to other local governments in the State (*attachment 9.5.3(1)*). For comparison purposes, the report benchmarks the Shire against other 'like' Councils that have completed the survey (four other band 3 regional local governments). In addition, the survey benchmarks the Shire against all other local governments that have completed the survey – some 52 local governments, albeit chiefly medium-large metropolitan local governments.

DETAILS

The survey findings identify that, from an Overall Performance perspective, the Shire rated at 62%, compared to the 'like Council' average of 63%.

The report found that playgrounds, parks and reserves are considered a strength in the Shire. Other high performance areas include library and information services and sport and recreation facilities.

The report identifies three key areas for future focus by the Shire:

1. Openness and transparency of Council processes;
2. How the community is consulted about local issues; and
3. Tourism attractions and marketing.

Secondary priorities recommended for attention include local roads, Council's leadership within the community, conservation and environment management, economic development, how local history and heritage is preserved and promoted, and footpaths, trails and cycleways.

CONSULTATION

Scorecard invitations were sent to all residential addresses in Australia Post's unaddressed mail database within the Shire (approximately 4000).

In total, 441 responses were received. Of these responses, 28 were affiliated with the Shire (Council members or staff).

FINANCIAL IMPLICATIONS

The Shire of Donnybrook Balingup 2019-20 Budget has an allocation of \$10,000 for the development of the community satisfaction survey.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

The report provides a valuable insight into community perceptions of the Shire and Council's performance. The next step is for Council to identify actions to address the key priorities, and communicate progress openly and often to the community.

COUNCIL RESOLUTION 56/19 (Executive Recommendation)

Moved: Cr Atherton

Seconded: Cr Tan

That Council:

1. **Receives the MARKYT Community Scorecard May 2019;**
2. **Instructs the Chief Executive Officer to:**
 - 2.1 **Include the MARKYT Community Scorecard to the Shire's website;**
 - 2.2 **Prepare an article for the Preston Press with a summary of the key findings and website link to the report;**

- 3. Instructs the Chief Executive Officer to prepare an action plan to address the following three key areas of focus, to be presented at a Concept Forum in August 2019:**
 - 3.1 Openness and transparency of Council [and Shire] processes;**
 - 3.2 How the community is consulted about local issues; and**
 - 3.3 Tourism attractions and marketing;**

- 4. Use the findings and recommendations from the report to inform the preparation of key planning documents including the 2019/20 Budget and the Integrated Planning and Reporting Framework.**

CARRIED 8/1 by En Bloc Decision

9.5.4 LOCAL GOVERNMENT ORDINARY ELECTION – OCTOBER 2019

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	CNL 09/1
Author	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Absolute Majority
Executive Summary	The purpose of this report is for Council to consider appointing the Western Australian Electoral Commission to be responsible for conducting the 2019 Shire of Donnybrook Balingup ordinary election by postal ballot.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
4.2 – A respected professional and trusted organisation	Effective and efficient operations and service provision	4.2.1.1 Maintain effective and efficient policies, operating procedures and practices

BACKGROUND

The Shire has received correspondence from the Western Australian Electoral Commission (WAEC) seeking a Council decision regarding conducting the 2019 local government ordinary election as a postal ballot.

For a number of years, Council has appointed the Electoral Commissioner to conduct postal elections. The postal voting system has run smoothly and has been effective in attracting relatively high voter participation. In 2017 the voter participation was 56.5%.

DETAILS

The next local government ordinary elections are being held on 19 October 2019.

The WAEC advises that the estimated cost for the 2019 election if conducted as a postal ballot is \$29,000 including GST, which has been based on the following assumptions:

- 4,350 electors
- Response rate of approximately 60%
- 4 vacancies
- Count to be conducted at the offices of the Shire of Donnybrook Balingup
- Appointment of a local Returning Officer
- Regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$870 will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. The WAEC is of the view that the regular service is adequate for outgoing mail for most local governments.

Costs not incorporated in this estimate include:

- Any legal expenses other than those that are determined to be borne by the WAEC in a Court of Disputed Returns
- One local government staff member to work in the polling place on election day
- Any additional postage rate increase by Australia Post

The Western Australian Electoral Commission (WAEC) is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis and it should be noted that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election, Council will be advised as early as possible.

The advantages of the postal voting system are:

- Separation of powers – the Chief Executive is not required to be the Returning Officer, therefore is not put into a position of possible conflict with prospective candidates.
- All queries and complaints relating to the election process are referred to the WAEC.
- Apart from preparation of the owners and occupiers roll, the processing of absent voting papers and the issue of replacement voting packages, all election functions are handled by the WAEC.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

The WAEC has estimated the cost for the 2019 election if conducted as a postal ballot to be \$29,000 inclusive of GST.

POLICY COMPLIANCE

Not applicable. The decision to appoint the WAEC to conduct the election must be by an Absolute Majority.

STATUTORY COMPLIANCE

Section 4.20(4) and 4.61(2) of the *Local Government Act 1995* apply.

CONCLUSION

Postal voting has been used to conduct the Shire's elections for a number of years with no evidence of complaints from ratepayers and relatively high voter participation.

COUNCIL RESOLUTION 57/19 (Executive Recommendation)

Moved: Cr Atherton

Seconded: Cr Tan

That Council:

1. **Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2019 ordinary elections together with any other elections or polls which may be required.**

- 2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the election will be as a postal election.**

- 3. Instruct the Chief Executive Officer to allocate \$29,000 including GST within the 2019/20 Financial Year Draft Budget (for Council to approve), to cover the cost of the local government election.**

CARRIED 8/1 by En Bloc Decision

ABSOLUTE MAJORITY VOTE ATTAINED

9.5.6 WASTE MANAGEMENT LEVY

This item was withdrawn by the Chief Executive Officer.

9.5.7 WARREN BLACKWOOD ALLIANCE OF COUNCILS PARTNERSHIP

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	CNL 16
Author	Ben Rose, Chief Executive Officer
Attachments	9.5.7(1): WBAC Letter of Invitation
Voting Requirements	Simple Majority
Executive Summary	The purpose of this report is for Council to consider becoming a partner of the Warren Blackwood Alliance of Councils.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
1.1 A diverse, prosperous economy, supporting local business and population growth.	1.1.1 Promote, maintain and diversify investment in the district.	1.1.1.2 Represent the district's interests with key stakeholders 1.1.1.4 Actively partner in regional Growth Planning partnerships and projects
1.3 Actively promote the district as an attractive destination.	1.1.1 Actively promote the district as an attractive destination.	1.3.1.1 Implement regional tourism and marketing objectives. 1.3.1.3 Continue to support local and regional tourism bodies and initiatives.

BACKGROUND

The Shire has been invited to consider becoming a partner of the Warren Blackwood Alliance of Councils (WBAC), along with the Shire of Boyup Brook. The WBAC is a voluntary regional organisation which highlights and progresses key issues impacting the region, leading the way in partnership development, relationship building and project progression.

WBAC has represented the Shire of Bridgetown-Greenbushes, Shire of Manjimup and Shire of Nannup for 19 years and have developed an excellent working partnership and undertaken many regional collaborative projects, such as:

- The design and production of a regional map that promotes scenic routes between our towns.
- Development of the Southern Forests Visitor Guide – a regional tourism guide.
- Development of a Regional Trails Strategy and website.
- Management and building of the Warren Blackwood Regional Stock Route.
- Progressed the 'Warren Blackwood Sub Regional Growth Plan'.

DETAILS

According to the WBAC, they have become a ‘go to’ for government departments when dealing with regional issues in the Warren Blackwood region. The WBAC has invited the Shire to consider becoming a partner of WBAC and the proposed costings are provided in the letter of invitation from the WBAC (*attachment 9.5.7(1)*). The WBAC has offered the Shire 50% discount in membership fees for the first two years.

The WBAC is an incorporated association, with a part-time Executive Officer, and meets every two months. The President, Chief Executive Officer and one Councillor from each Shire are invited to attend the meetings which are rotated around the Shires. Each Shire has two voting rights which are generally used by the Shire President and Councillor, and the Chairperson rotates between the Shires annually. The WBAC has a very close partnership with the South West Development Commission (SWDC) with senior and regional staff attending the meetings, along with guest speakers on occasion.

With regionally significant growth and economic development arising from mining in Greenbushes (Talison), as well as coordinated sub regional growth planning (via the SWDC) presently underway, maintaining ‘proximity and influence’ to key stakeholders and decision makers in the region (SWDC, other local governments, Talison etc) provides an effective advocacy instrument for the Shire. On this basis, it is recommended that the Shire join the WBAC for the 2019/20 financial year, with membership for 2020/21 to be reviewed as part of budget deliberations for that financial year.

Presently, the Shire is a member of the Bunbury Geographe Economic Alliance (BGEA), with the 2018/19 membership fee being \$7,350. The BGEA is a membership-based economic development advocacy association, with mixed membership between the private sector, State Government, local governments and other not-for-profit associations (e.g. Regional Chamber of Commerce). The majority of membership in the BGEA is from the private sector, and the majority of outcomes sought relate directly to improvement (diversity, resilience) of economic conditions within the Bunbury-Geographe district.

Unlike the structure and objectives of the BGEA, the WBAC is a local government only entity (presently Shires of Bridgetown-Greenbushes, Nannup and Manjimup), with terms of reference to address key issues affecting the region – economic, environmental, social or other.

CONSULTATION

The Shire President and Chief Executive Officer have attended two recent meetings (as observers).

FINANCIAL IMPLICATIONS

The WBAC have offered the Shire a 50% discount in membership fees for the first two years. Membership fees will depend on whether the Shire of Boyup Brook decides to join the Alliance.

The below table outlines the Shire’s annual contribution for the first two years, should Council decide to become a member of the WBAC:

Discounted 50% contribution given to Shire of Donnybrook Balingup and Shire of Boyup Brook	\$5,988
Discounted 50% contribution given to Shire of Donnybrook Balingup if Shire of Boyup Brook does not join	\$7,116

The table below outlines the Shire’s expected annual contribution for membership after the two year 50% discount:

Non-discounted membership if the Shire of Donnybrook Balingup and Shire of Boyup Brook join	\$11,976
Non-discounted membership if the Shire of Boyup Brook does not join	\$14,232

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

The WBAC works on highlighting and progressing key issues impacting the region, and it would be beneficial for the Shire of Donnybrook Balingup to be involved from a regional economic development and strategic planning perspective.

**COUNCIL RESOLUTION 58/19
(Executive Recommendation)**

Moved: Cr Atherton

Seconded: Cr Tan

That Council:

- 1. Agree to become a member of the Warren Blackwood Alliance of Councils.**
- 2. Nominate the Shire President and Councillor _____ as the Shire of Donnybrook Balingup representatives on the Warren Blackwood Alliance of Councils, along with the Chief Executive Officer.**
- 3. Acknowledge that the Shire’s precise membership costs are dependent on the Shire of Boyup Brook’s decision to join the Warren Blackwood Alliance of Councils.**
- 4. Instruct the Chief Executive Officer to include an allowance of \$7,116 in the Draft 2019/20 Budget for membership to the Warren Blackwood Alliance of Councils, for Council consideration for final approval as part of the 2019/20 Budget.**

CARRIED 8/1 by En Bloc Decision

9.5.8 REVIEW OF BUILDING PORTFOLIO

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	BLG 01
Author	Stuart Eaton, Project Manager - Finance
Attachments	9.5.8(1): Facility Decision Making Guide 9.5.8(2): Facility Needs Assessment Guide
Voting Requirements	Simple Majority
Executive Summary	To direct the Chief Executive Officer to develop a project plan and process for Council to undertake a review of the Shire's building portfolio.

STRATEGIC ALIGNMENT

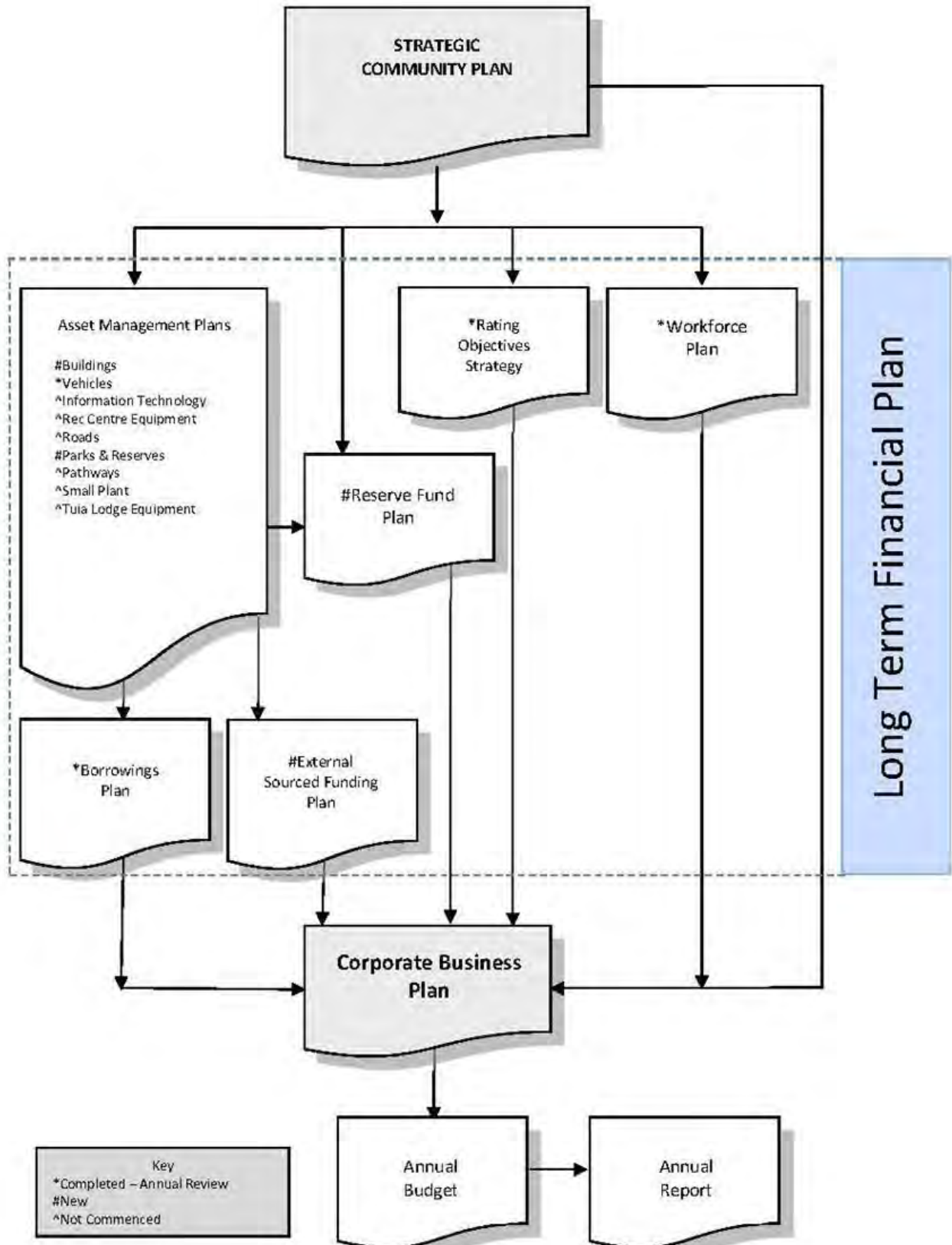
Outcome 4.2.2 Effective and efficient operations and service provision.

BACKGROUND

At its Ordinary Meeting of 24 April 2019, Council were presented the newly developed Building Asset Plan (the Plan). The purpose of the Plan is to identify and plan for long term building infrastructure activities and costs. It will plan for the timing and financing of:

- Construction of new buildings;
- Alterations and extensions of existing buildings; and
- Major maintenance of buildings.

It forms part of the Shire's Integrated Planning and Reporting Framework (IPRF) that is being developed.



The Shire's building portfolio consists of approximately 140 structures with a total replacement value of approximately \$41M.

The portfolio consists of buildings such as:

- Public halls and community centres.
- Public conveniences.
- Aged care.
- Emergency services facilities.
- Depots.
- Sport and recreation facilities.
- Storage sheds.

The Plan assists the current and future Councils by ensuring the Shire of Donnybrook Balingup has a financial capacity to meet the demands of funding its building asset requirements.

On the presumption of no material change to the number and quality of existing buildings, this plan identifies \$6.3M of necessary renewal works over the next 15 years. Determining the extent of reasonable and planned change to the existing building portfolio will significantly assist in planning for future building asset renewal and maintenance costs.

Through development (councillor workshopping) and consideration (Council Meeting) of the Plan, some elected members have identified a preference to investigate the Shire's building portfolio to determine those that are:

- Not required or suitable for the delivery of services.
- Uneconomical to maintain and/or operate.
- Duplicating service delivery.
- Underutilised / redundant.

Given the number and complexity of the Shire's buildings in its building portfolio, it is recommended that a thorough project planning process be followed initially, before the Council considers approval for commencing a review. The Executive recommends that two Councillors join the Chief Executive Officer (or other delegated staff member/s) to guide development of the project planning framework for presentation to Council for consideration.

Attached at 9.5.8(1) and (2), for reference and background, are two facility planning guides from the State Government (the then Department for Sport and Recreation). These guides provide a rational, structured and thorough process for establishing the need (or otherwise) for community facilities (albeit focussed on sport and recreation facilities), and a decision making framework for the development of a facility. Although these guides were developed to apply to the development of new facilities, they can equally be adapted to apply to decision making relating to existing facilities.

CONSULTATION

External consultation not applicable at this stage of the process.

Should Council determine to proceed with a review that could culminate in the closure of community buildings, there will be a requirement for extensive community consultation. It will be proposed that a future working group of Elected Members be formed to guide and have input into developing an assessment matrix as well as undertaking the assessment for future recommendation to Council.

The nature of such a project has been identified as High to Extreme adverse reputation risk to Council and will therefore necessitate development of a detailed community consultation and communication plan as part of any planning process.

FINANCIAL IMPLICATIONS

Not applicable at this stage of the process. This report is to determine whether Council wishes to proceed with the development of a project planning framework. This initial planning framework per the recommendation, will be developed with staffing resources.

POLICY COMPLIANCE

Not applicable at this stage of the process.

STATUTORY COMPLIANCE

Not applicable at this stage of the process.

CONCLUSION

A review of this nature will require the development of a robust, transparent and rational assessment process for each building. It is almost certain that the process itself and any potential future recommendation to remove services will create anxiety in the community. Therefore it is recommended that a building review process be thoroughly planned and structured, and that a Councillor-staff Working Group be established to oversight the development of a review process for recommendation to Council, before any work on a review commences by staff.

COUNCIL RESOLUTION 59/19 (Executive Recommendation)

Moved: Cr Atherton

Seconded: Cr Tan

That Council:

- 1. Directs the Chief Executive Officer to develop a project planning framework to be presented to Council for consideration during October 2019 (or prior), that will plan for the review of the Shire's building portfolio. At a minimum, the review is to consider Shire buildings in the context of:**
 - 1.1 Not required or suitable for the delivery of services.**
 - 1.2 Uneconomical to maintain and/or operate.**
 - 1.3 Duplicating service delivery.**
 - 1.4 Underutilised / redundant.**

2. Appoints the following two Councillors to a Working Group with the Chief Executive Officer (or delegated representative) to develop a project planning framework for presentation to the Council for consideration, prior to any work on a review commencing:

2.1 Councillor Atherton; and

2.1 Councillor Wringe.

CARRIED 8/1 by En Bloc Decision

9.5.9 2019 WA LOCAL GOVERNMENT CONVENTION AND ANNUAL GENERAL MEETING

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	DEP 22/4D
Author	Ben Rose, Chief Executive Officer
Attachments	9.5.9(1): 2019 WA Local Government Convention Program 9.5.9(2): Notice of Annual General Meeting
Voting Requirements	Simple Majority
Executive Summary	The WA Local Government Convention and Annual General Meeting will be held in Perth from 7 to 9 August 2019. It is recommended that Council nominate delegates to attend the event.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
Outcome 4.1 – A strategically focused, open and accountable local government	Provide accountable and strategic leadership	4.1.1.4 Provide and support opportunities for training and development for elected members and staff

BACKGROUND

The 2019 WA Local Government Convention and Annual General Meeting (AGM) will be held at the Perth Convention and Exhibition Centre from Wednesday 7 August to Friday 9 August 2019. The AGM will be held on Wednesday 7 August. The Convention Program is attached at 9.5.9(1).

All member Councils are entitled to be represented by two (2) voting delegates at the AGM. Registration of delegates must be completed by Friday 5 July 2019.

The closing date for submission of motions for the AGM is Tuesday 4 June. Notice of the AGM, along with information and guidelines for the submission of motions is attached at 9.5.9(2).

DETAILS

WALGA's annual Convention provides an outstanding opportunity to explore local government issues, share experiences and exchange views and ideas to take back to Council and the community. This is an important networking and professional development opportunity and provides a platform for Councillors and the Chief Executive Officer to promote the interests of the Shire.

The event begins with the AGM, followed by two days of plenary and concurrent sessions. There are a range of high profile speakers, panel sessions and a number of field trips on offer alongside the sessions. The scope of topics promises to be thought provoking and challenging.

Registrations close on Tuesday 16 July 2019. Registration fees for the 2019 Convention for 1-4 registrations are \$1,475 per delegate. This year WALGA have introduced a discount for

Councils registering more than four full delegates. Registrants 1-4 will be charged at \$1,475 per delegate, and each registrant thereafter will be eligible for the discounted full delegate registration fee of \$1,300 per delegate. This registration fee covers the daily conference program, lunches and refreshments and the welcome reception on Wednesday 7 August 2019. The Gala Dinner held on Thursday evening and Convention Breakfast on Friday morning are optional and a ticket fee applies.

Should Council decide to nominate representatives to attend, funds will need to be allocated in the Draft 2019/20 Budget for registration fees, accommodation and meal expenses.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

Provision was made in the 2018/19 budget for Councillor attendance at conferences and training, and this is recommended again for 2019/20.

Registration fees for the 2019 Convention for 1-4 registrations are \$1,475 per delegate. Each registrant thereafter is eligible for the discounted full delegate registration fee of \$1,300 per delegate.

If Council nominates five delegates to attend the Convention (Chief Executive Officer, Shire President and three Councillors), the average cost will be \$1,440 or \$7,200 total.

It is recommended to allow approximately \$600 total per delegate for accommodation and meal expenses.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

The WA Local Government Convention is developed specifically for the local government sector. The Convention provides elected members with the opportunity to network and share ideas in a professional forum, and the conference sessions aim to support and inform elected members and chief executive officers. It is recommended that elected members take up this development opportunity.

ALTERNATE MOTION

Moved: Cr Mitchell

Seconded: Cr Tan

That Council:

- 1. In the interest of showing financial restraint and leadership, recommend that no representatives from the Shire of Donnybrook Balingup attend the 2019 WA Local Government Convention.**

- 2. Approve Shire President Councillor Piesse and Deputy Shire President Councillor Wringe as voting delegates at the 2019 Western Australian Local Government Association Annual General Meeting.**

LOST 1/8

COUNCIL DECISION 60/19 (Executive Recommendation)

Moved: Cr Tan

Seconded: Cr King

That Council:

- 1. Approve Shire President Councillor Piesse and Deputy Shire President Councillor Wringe as voting delegates at the 2019 Western Australian Local Government Association Annual General Meeting.**

- 2. Approve the following representatives to attend the 2019 WA Local Government Convention:**
 - a. Shire President Councillor Piesse;**
 - b. Deputy Shire President Councillor Wringe;**
 - c. Councillor Lindemann;**
 - d. Ben Rose, Chief Executive Officer.**

- 3. Instruct the Chief Executive Officer to allocate \$10,500 in the Draft 2019/20 Budget for attendance at the 2019 WA Local Government Convention.**

CARRIED 8/1

9.5.10 AUSTRALASIAN LOCAL GOVERNMENT PERFORMANCE EXCELLENCE PROGRAM

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	CNL 16
Author	Ben Rose, Chief Executive Officer
Attachments	9.5.10(1): Local Government Professionals Letter 9.5.10(2): Australasian LG Performance Excellence Program Example – Shire of Mundaring
Voting Requirements	Simple Majority
Executive Summary	The purpose of this report is for Council to consider joining the Australasian Local Government Performance Excellence Program for a three year period.

STRATEGIC ALIGNMENT

The performance of the organisation is intrinsically linked to the delivery of the strategic objectives of the Shire, chiefly expressed through the Strategic Community Plan and Corporate Business Plan.

BACKGROUND

The Shire has been invited to consider joining the Australasian Local Government Performance Excellence Program. There are 146 local governments currently participating in the program, 37 of which are WA local governments.

DETAILS

Local Government Professionals Australia WA in collaboration with Price Waterhouse Coopers (PwC) have developed a contemporary industry-led system of local government performance measurement that has been delivering results for participating local governments for over seven years. The program measures and provides local governments strategic and operational insights into:

- Corporate leadership;
- Workforce management;
- Finance management;
- Operations management;
- Risk management;
- Asset management; and
- Service delivery.

Using this information, each local government receives an annual semi-customised Performance Excellence Report on their organisation, along with direct access to the additional online Comparative Analysis Tool enabling them to drill into the program's data themselves. Participating local governments can compare and benchmark their performance.

Data is collected once a year between August and October, and the report and Comparative Analysis Tool is available in January each year.

Attachment 9.5.10(1) provides information and WA highlights from the 2018 data collection. Attachment 9.5.10(2) is a copy of the Shire of Mundaring Report which is the only report (amongst the 37 participating local governments in WA) currently available to the public.

CONSULTATION

The Chief Executive Officer has consulted with neighboring local authority Shire of Capel, which has participated in the program for three years. Advice from the Shire of Capel is that:

“The Shire has been participating in this program for 3 years now. I believe that it has had a number of benefits:

- It has provided comparative data which we previously didn't have access to. This has allowed us to identify areas of deficiency or where we are over committing resource.*
- It has validated certain anecdotal beliefs we have had about the business (e.g. staffing levels, levels of IT expenditure). We believed that we were under resourced in both areas and the benchmarking has confirmed this.*
- It has provided a significant amount of operational data comparisons which we have started to use for business management (although we could do a bit more of this).*
- It's relatively inexpensive and I believe is good value for money.*
- It provides an impartial report which can be presented to Council. This has been useful for budget setting and general financial discussions in terms of having independent financial comparisons.*
- The report, although lengthy, is well presented and easy to understand.*
- It has also provided a vehicle to have direct contact with other local governments who are part of the program as there is a WA networking group which has been formed as a result. This group has periodic conference calls to discuss the data and how it is being used. Some of the larger LG's are using the report to make operational decisions. This group has been useful and an insight into how other LG's operate.*
- The burden of providing the inputs to the report are heavily reliant on HR and finance. In the window when the report is open for input, these areas need to be able to resource this. We use our governance officer to coordinate the input and ensure that all the contributions are completed.*

In general, we have found the report useful.”

FINANCIAL IMPLICATIONS

Pricing of the program runs on a three year cycle and 2019 is the start of a new cycle (2019-2021). Pricing is based on the Council size, with the Shire of Donnybrook Balingup being considered a 'small Council' with an annual fee of \$6,100 excluding GST (noting that the 'early-bird acceptance' period has been extended to 31 May 2019). It is recommended that funding for this program is allocated from the existing (and future) staff training budget, so there would be no additional cost implications to the organisation.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

Being a participant of the Australasian Local Government Performance Excellence Program would assist the Shire to ensure it is operating as effectively and efficiently as possible. It would provide Council with comparison analytics and benchmarks across Western Australian local governments to enable us to focus on improvements in all aspects of our performance.

EXECUTIVE RECOMMENDATION

Moved: Cr Tan Seconded: Cr Wringe

That Council:

- 1. Authorise the Chief Executive Officer to subscribe the Shire of Donnybrook Balingup to the Australasian Local Government Performance Excellence Program for a three year period, commencing 2019, with funding to the program for each year to be allocated from within existing budgets (i.e. no net increase in costs).**
- 2. Instructs the Chief Executive Officer to provide the report of each years' benchmarking results to Councillors.**

LOST 4/5

9.5.11 PROPOSED WALGA SOUTH WEST ZONE AGENDA ITEM – COMMUNITY NEWSPAPER AWARDS

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	CNL 14
Author	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority
Executive Summary	It is recommended that Council agree to submit an agenda item to the next WALGA South West Zone meeting.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	Strategy	Actions
4.2 A respected, professional and trusted organisation	Effective and efficient operation and service provision	4.2.1.1 Maintain effective and efficient policies, planning, operating procedures and practices.

BACKGROUND

The next WALGA South West Zone Meeting will be held 28 June 2019. The Shire of Donnybrook Balingup together with the Shire of Nannup seek Council's approval to submit an agenda item regarding the creation of a community newspaper awards program.

Should the WALGA South West Zone approve the recommendation, it will then go to the WALGA State Council meeting for a decision.

DETAILS

It is recommended that WALGA develop an annual award program to recognise the significant contribution of community newspapers in regional and remote communities of Western Australia.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

It is recommended that Council agree to submit an agenda item regarding the creation of a community newspaper awards program to the next WALGA South West Zone meeting.

**COUNCIL RESOLUTION 61/19
(Executive Recommendation)**

Moved: Cr Atherton

Seconded: Cr Tan

That Council instruct the Chief Executive Officer to submit an agenda item regarding the creation of a community newspaper awards program to the next WALGA South West Zone meeting.

CARRIED 8/1 by En Bloc Decision

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 COUNCILLOR

Nil.

11 QUESTIONS FROM MEMBERS

Nil.

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil.

13 MEETINGS CLOSED TO THE PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The following confidential reports and recommendations have been distributed separately and are not for circulation:

- 13.1.1 2019/2020 COMMUNITY GRANTS FUNDING SCHEME**
- 13.1.2 AWARD OF REQUEST FOR TENDER RFT 02/1819 – TRAFFIC MANAGEMENT SERVICES**
- 13.1.3 REQUEST FOR VARIATION TO CONTRACT RATES FOR THE PROCESSING OF RECYCLABLE MATERIALS**
- 13.1.4 RFT 03/1819 – MANAGEMENT OF THE DONNYBROOK WASTE MANAGEMENT FACILITY**
- 13.1.5 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW – APPOINTMENT OF CONSULTANT**

These reports are confidential in accordance with section 5.23(2) of the *Local Government Act 1995*, which permits the meeting to be closed to the public.

COUNCIL RESOLUTION 62/19

Moved: King

Seconded: Wringe

That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss confidential items 13.1.1, 13.1.2, 13.1.3, 13.1.4 and 13.1.5.

CARRIED 9/0

The meeting was closed to members of the public at 7.37pm.

COUNCIL RESOLUTION 69/19

Moved: Cr King

Seconded: Cr Tan

That the meeting be re-opened to the public.

CARRIED 9/0

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil.

14 CLOSURE

The Shire President advised that the next Ordinary Council Meeting will be held on 26 June 2019 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The meeting was closed at 8.06pm.

**SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995**

**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 26 JUNE 2019**

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
3757	SHIRE OF DONNYBROOK BALINGUP	TFR REFUND OF RESIDENT'S KITTY AS DONATION TO TUIA LODGE		\$ 450.00
3758	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - RESIDENTS KITTY RECOUP APRIL - MAY 19		\$ 698.55
3759	DEPARTMENT OF COMMERCE	TRANSFER OF TENANCY BOND		\$ 656.80
3760	SHIRE OF DONNYBROOK BALINGUP	BSL AGENCY COLLECTION FEES - MAY 19		\$ 110.00
3761	CANCELLED			
3762	BUILD & CONSTRUCT IND TRAIN FUND	BCITF LEVY COLLECTIONS - MAY 19		\$ 1,773.61
3763	SHIRE OF DONNYBROOK BALINGUP	BCITF AGENCY COLLECTION FEES - MAY 19		\$ 41.25
3764	SHIRE OF DONNYBROOK BALINGUP	DRAW DOWN FOR DEBTOR INVOICES - 08.03.19 TO 30.06.19		\$ 20,088.20
3765	SHIRE OF DONNYBROOK BALINGUP	DAP DRAW DOWN - 01.01.19 TO 14.01.19		\$ 675.45
3766	SHIRE OF DONNYBROOK BALINGUP	TRANSFER INCOME FROM SOCIAL CLUB		\$ 325.10
EFT16455a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL	\$ 69.51	
EFT16455b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR THE MONTH OF APRIL 2019	\$ 16,702.72	
EFT16455c	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE FOR PERIOD 09/05/2019 - 08/06/2019	\$ 1,561.90	
EFT16455d	AUSTRALIAN TAX OFFICE	BAS - APRIL 19	\$ 51,353.00	
EFT16455e	AUSTRALIAN TAX OFFICE	FINAL FBT INSTALMENT FOR 2018/19	\$ 9,491.34	
EFT16455f	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 22/05/2019	\$ 70,643.20	
EFT16455g	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 22/05/2019	\$ 129,930.08	
EFT16456	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 25.90	
EFT16457	A & R ENGINEERING	DB193 SERVICE MOWER, LABOUR & PARTS	\$ 343.31	
EFT16459	WINC AUSTRALIA PTY LTD	ADMIN - STATIONERY & VISITOR CHAIRS	\$ 1,272.44	
EFT16460	AMPAC DEBT RECOVERY (WA) P/L	RATES RECOVERY EXPENSES	\$ 10,413.29	
EFT16461	ABCO PRODUCTS PTY LTD	P&G - VARIOUS CLEANING PRODUCTS	\$ 1,556.67	
EFT16462	ATC EMPLOYMENT SOLUTIONS	TUIA LODGE - TRAINEE & CASUAL STAFF WAGES	\$ 3,349.94	

**SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT16463	A & R MACHINERY	DB193 MOWER - WHEEL, SHAFTS & CLIPS	\$	769.11	
EFT16464	BALINGUP PROGRESS ASSOCIATION	2018/2019 MAJOR COMMUNITY GRANT FUNDING	\$	2,000.00	
EFT16465	BUNNINGS GROUP LIMITED	DBK REC CTR - MICE REPELLANT, RACK, HOOKS, HANDLES, PEGS	\$	184.05	
EFT16466	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF FEBRUARY 2019	\$	4,433.00	
EFT16467	BALINGUP GLASS & LEADLIGHTS	BLN TOWN HALL - REPAIR AND MAINTAIN WINDOWS	\$	6,457.00	
EFT16468	BANKS PEST AND WEED CONTROL	VARIOUS SHIRE SITES - WEED CONTROL	\$	1,609.85	
EFT16469	BOYANUP BOTANICAL	P&G - MINI POTS OF ASSORTED PLANTS	\$	297.00	
EFT16470	AGRI SPARK AUTO ELECTRICS	DB008 CAT ROLLER - NEW CAMERA	\$	307.20	
EFT16471	BUNBURY TELECOM SERVICE PTY LTD	VARIOUS SHIRE SITES - REPAIR TO TELSTRA PITS & SERV LOCATION	\$	2,472.38	
EFT16472	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERG MONITORING FOR APRIL 2019	\$	183.51	
EFT16473	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL & EDUCATION PROGRAM - APRIL 2019	\$	2,849.07	
EFT16474	STAFF REIMBURSEMENTS	CEO TELECOMMUNICATIONS PACKAGE MARCH - MAY 2019	\$	239.97	
EFT16475	BUNBURY REFRIGERATION & AIR CON	DWMF - DEGASSING OF REFRIDGERANTS	\$	990.00	
EFT16476	CLIFFORD AUTO REPAIRS	DB92 RANGER - 15,000KM VEHICLE SERVICE	\$	656.60	
EFT16477	DBK REGIONAL TOURISM ASSOC INC.	2018/2019 COMMUNITY GRANT RECURRENT FUNDING	\$	29,500.00	
EFT16478	CRAVEN FOODS	DBK REC CTR - CONFECTIONERY AND SNACK CUP SUPPLIES	\$	90.33	
EFT16479	CLAW ENVIRONMENTAL PTY LTD	DWMF - DRUMMUSTER CONTAINER PROCESSING AND REMOVAL	\$	1,269.41	
EFT16480	CAFE TIFFANY'S	CATERING - COUNCIL AGENDA BRIEFING 15 MAY 2019	\$	200.00	
EFT16481	CRS ELECTRICAL	LANGLEY VILLAS - INSTALLATION OF OUTSIDE GPO	\$	220.00	
EFT16482	CANVAS WORKS SOUTH WEST	APPLE FUN PARK - SUPPLY & INSTALL REPLACEMENT SHADE SAIL	\$	1,760.00	
EFT16483	CARTRIDGEMATE PTY LTD	PAPER FILM (2 ROLLS) FOR CEO ELECTRONIC WHITEBOARD	\$	136.90	
EFT16484	DONNYBROOK MEDICAL SERVICES	DBK REC CTR - PRE EMPLOYMENT MEDICALS	\$	495.00	
EFT16485	DONNYBROOK FRUIT BARN	EGAN PK - GAS BOTTLE, TUIA LODGE - FRUIT SUPPLIES	\$	354.51	

**SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT16486	DBK & DISTRICTS PLUMBING SERVICE	RELOCATE STORMWATER DRAINAGE UNDER BRIDGE ST FOOTPATH	\$ 1,012.00	
EFT16487	DONNYBROOK FAMILY BAKERY	DBK LIB - NEWSPAPER SUPPLY & DELIVERY 01/04/2019 - 04/05/2019	\$ 61.10	
EFT16488	DONNYBROOK TYRE SERVICE	DB92 RANGER - REPAIR PUNCTURED TYRE	\$ 30.00	
EFT16489	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - OPERATING EXPENSES - APRIL 2019	\$ 901.75	
EFT16490	DBCEC (WA) PTY LTD	BROOKHAMPTON RD - GRAVEL SUPPLY	\$ 1,189.65	
EFT16491	EARTH SHAPE	BLN RACECOURSE - PREPARE GRAVEL AT PARK BENCHES & SEAT	\$ 715.00	
EFT16492	DEPT OF FIRE & EMERG SERVICES	2018/19 ESL 4TH QUARTER CONTRIBUTION	\$ 28,748.89	
EFT16493	FLEXI STAFF PTY LTD	TUIA LODGE - CASUAL STAFF WAGES	\$ 1,003.90	
EFT16494	FOWLER SURVEYS	TREVENA RD - SURVEY SET OUT FOR LINE MARKING	\$ 528.00	
EFT16495	FRONTLINE FIRE & RESCUE	SUPPLY OF CLASS A FORESTRY FOAM & PROTECTIVE CLOTHING	\$ 2,606.01	
EFT16496	FITNESS SOLUTIONS WA	DBK REC CTR - SERVICE & AUDIT GYM	\$ 320.00	
EFT16497	ESTATE OF THE LATE L P GUTTERIDGE	TUIA LODGE - REFUND FEES 30/04/2019 - 02/04/2019	\$ 129.43	
EFT16498	HASTIE WASTE PTY LTD	TUIA LODGE - PROVISION OF FRONTLIFT WASTE BIN	\$ 75.00	
EFT16499	HEATLEYS SAFETY & INDUSTRIAL	W&S - EARMUFFS & EARPLUGS	\$ 236.63	
EFT16500	BUNBURY HYUNDAI	TUIA LODGE - 5000KM VEHICLE SERVICE DB1145	\$ 275.00	
EFT16501	HANCOCK MEMORIALS	DONNYBROOK BUSH MEMORIAL BRONZE PLAQUE	\$ 1,259.50	
EFT16502	SKIPPERS PLUMBING SERVICES	MINNINUP UNIT 8 - REPLACEMENT OF SHOWER HEAD	\$ 106.32	
EFT16503	IT VISION	ON-SITE PAYROLL TRAINING	\$ 4,365.96	
EFT16504	LESCHENAULT COMMUNITY NURSERY	P&G - ASSORTED LANDSCAPING PLANTS	\$ 945.00	
EFT16505	MALATESTA ROAD PAVING & HOTMIX	TREVENA ROAD - ROAD SEAL	\$ 11,840.04	
EFT16506	MAIN ROADS WESTERN AUSTRALIA	LGA CONTRIB FOR BRIDGE 0875 REPAIRS - BALINGUP NANNUP RD	\$ 133,079.14	
EFT16507	MJB INDUSTRIES PTY LTD	VICTORY LN - SQUARE COVER WITH FLUSH GRATE	\$ 803.00	
EFT16508	MEDISCRUBS PTY LTD	TUIA LODGE - STAFF UNIFORMS	\$ 251.70	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT16509	MPL LABORATORIES	WATER SAMPLING - BALINGUP	\$	110.00	
EFT16510	MORRISSEY HOMESTEAD INC	TUIA LODGE - RESIDENTS BUS TRIP - DBK TO LOWDEN STORE	\$	106.00	
EFT16511	STAFF REIMBURSEMENTS	REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$	54.30	
EFT16512	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED WATER	\$	61.25	
EFT16513	NORSCA HOLDINGS PTY LTD	KING SPRING RD - GRAVEL SUPPLY	\$	200.23	
EFT16514	OFFICEWORKS	TUIA LODGE - STATIONERY MAY/ JUNE 2019	\$	515.83	
EFT16515	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$	215.82	
EFT16516	PRESTON VALLEY MAINTENANCE	BLN TOWN HALL - RETAINING WALL, DWMF - REPAIR TO LIONS SHED	\$	6,155.82	
EFT16517	PFD FOOD SERVICE PTY LTD	DBL REC CTR - ICE CREAM SUPPLIES	\$	178.25	
EFT16518	J PALAZZOLO	DBK REC CTR - SPIN CYCLE CLASSES 14/05/2019 - 24/5/2019	\$	700.00	
EFT16519	PRESTON POWER EQUIPMENT	MITIGATION WORKS - SERVICE CHAINSAW	\$	191.50	
EFT16520	QUESTAMON TRAINING SERVICES	BUILDING & CONSTRUCTION TENDERS AND CONTRACTS TRAINING	\$	1,295.00	
EFT16521	HOLCIM (AUSTRALIA) PTY LTD	BRIDGE STREET PATHWAY & VICTORY LN - CONCRETE DELIVERY	\$	22,189.64	
EFT16522	RPS AUSTRALIA	DEVELOP INVEST PROSPECT & MARKET & INVEST ATTRACT STRAT	\$	4,070.00	
EFT16523	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS SCHED, PAYROLL & ZUUSTIME 12/05 - 11/06/2019	\$	149.00	
EFT16524	STEWART & HEATON CLOTHING	VARIOUS BFB'S - PROTECTIVE CLOTHING	\$	958.65	
EFT16525	SOUTHERN LOCK & SECURITY	DBK REC CTR - REPLACE 3 PANIC BARS TO DOORS POOLSIDE	\$	2,134.77	
EFT16526	SOS OFFICE EQUIPMENT	VARIOUS SHIRE SITES - PHOTOCOPIER EXPENSES	\$	184.35	
EFT16527	CIVIL & STRUCTURAL ENGINEERS	BRIDGE ST UNITS - DESIGN & DOCUMENT ILU'S	\$	4,867.50	
EFT16528	WA COUNTRY HEALTH SERVICE	TUIA LODGE - MEALS OCT 2018, MEDICAL CTR - QTLY ELEC EXPENSE	\$	21,603.49	
EFT16529	SOUTH REGIONAL TAFE	W&S - AUSCHEM ACCREDITATION X 4	\$	1,877.80	
EFT16530	SURGICAL HOUSE PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS	\$	368.11	
EFT16531	SPECIALTY TIMBER FLOORING WA	RESURFACING OF THE DBK REC CTR STADIUM FLOOR - RETENTION	\$	2,134.00	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT16532	MINING INDUSTRIAL & FIRE SAFETY	KIRUP BFB - SUPPLY LAYFLAT HOSE	\$ 434.50	
EFT16533	TRUCKLINE	DB4806 TRACTOR - 1 X LED BEACON LIGHT	\$ 415.80	
EFT16534	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$ 329.81	
EFT16535	PJ & PJ TAYLOR PTY LTD	DWMF - FIELD SERVICE TO POLYPHAZ CONVERTER	\$ 660.00	
EFT16536	VEENS DESIGN GROUP	DESIGN INDEPENDENT LIVING UNITS FOR BRIDGE ST PROJECT	\$ 6,432.80	
EFT16537	VOGUE FURNITURE	DBK REC CTR - DESK/COUNTER FOR KIOSK	\$ 289.00	
EFT16538	VISIMAX SAFETY PRODUCTS	NEW CAT TRAPS FOR POUND	\$ 322.65	
EFT16539	VILLAGE HARVEST RESTAURANT	DINNER FOLLOWING ORDINARY COUNCIL MEETING 22/05/2019	\$ 437.50	
EFT16540	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING FOR MAY 2019	\$ 5,286.60	
EFT16541	WESTRAC EQUIPMENT PTY LTD	DB2201 & DB1250 LOADERS - OIL, FILTERS, AIR CLEANERS	\$ 962.72	
EFT16542	WORK CLOBBER	SAFETY UNIFORM FOR OSH OFFICER	\$ 241.59	
EFT16542a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR THE MONTH OF MAY 2019	\$ 17,290.13	
EFT16543	AMITY SIGNS	CORFLUTE SIGN TO ADVISE OF CROSSOVER CLOSURE	\$ 195.80	
EFT16543a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 05/06/2019	\$ 74,174.62	
EFT16543b	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 05/06/2019	\$ 146,832.06	
EFT16543c	DEPARTMENT OF TRANSPORT	REFUND LICENSING AGENCY COLLECTIONS FOR MAY 2019		\$ 134,190.90
EFT16543d	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE - JUNE 2019	\$ 64.90	
EFT16544	ALLENS CIVIL & RURAL CONTRACTORS	KIRUP FIRE STATION - LOAD & DELIVER SAND FOR EARTHWORKS	\$ 2,310.00	
EFT16545	AUSTRALIA POST	SHIRE POSTAGE - MAY 2019	\$ 654.24	
EFT16546	WESTERN ALLPEST SERVICES	DBK HALL & DBK TELECENTRE - TERMITE INSPECTIONS	\$ 345.00	
EFT16547	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 25.90	
EFT16548	WINC AUSTRALIA PTY LTD	DEPOT - GLOVES & SAFETY GLASSES	\$ 44.57	
EFT16549	ALLENS TRAFFIC MANAGEMENT	BRIDGE ST & TREVENA RD - TRAFFIC CONTROLLER SERVICES	\$ 8,269.25	

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Chq/EFT	Name	Description		Municipal	Trust
EFT16550	AMPAC DEBT RECOVERY (WA) P/L	RATES RECOVERY EXPENSES	\$	1,357.40	
EFT16551	ATC EMPLOYMENT SOLUTIONS	TUIA LODGE - TRAINEE & CASUAL STAFF WAGES	\$	1,731.00	
EFT16552	BENARA NURSERIES	P&G - LANDSCAPING PLANTS	\$	2,574.28	
EFT16553	BUNNINGS GROUP LIMITED	DBK REC CTR - LOUNGE SETTING FOR FOYER	\$	1,314.73	
EFT16554	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF APRIL 2019	\$	5,423.00	
EFT16555	BBY REGIONAL ENTERTAINMENT CTR	CONTRIBUTION TO ENTREPRENEURIAL FUND 2018/2019	\$	4,400.00	
EFT16556	BALINGUP GENERAL STORE	VARIOUS BFB'S - DIESEL PURCHASES - MAY 2019	\$	1,662.69	
EFT16557	BANKS PEST AND WEED CONTROL	VARIOUS SHIRE SITES - WEED CONTROL	\$	2,588.30	
EFT16558	BOYANUP BOTANICAL	P&G - VARIOUS LANDSCAPING PLANTS	\$	224.81	
EFT16559	STAFF REIMBURSEMENTS	REIMBURSEMENT OF MEALS PURCHASED FOR BEELERUP FIRE	\$	208.50	
EFT16560	BRECKEN HEALTH CARE	PRE-EMPLOYMENT MEDICAL	\$	171.60	
EFT16561	BRANDICOOT	WEB HOSTING SERVICE - JUNE 2019	\$	198.00	
EFT16562	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$	212.28	
EFT16563	CITY & REGIONAL FUELS	DIESEL EXPENSES - MAY 2019	\$	18,601.93	
EFT16564	CLIFFORD AUTO REPAIRS	DB009 MGR CS - VEHICLE SERVICE	\$	457.74	
EFT16565	DUG CROSS ELECTRICS	BLN TOWN HALL - ELEC WORKS, JIM MCDONALD OVAL - CALL OUT	\$	6,232.00	
EFT16566	CAPEL CRANE HIRE	CRANE HIRE TO REMOVE WEIR GATES	\$	1,298.00	
EFT16567	CRAVEN FOODS	DBK REC CTR - CONFECTIONERY, CHIP & BISCUIT SUPPLIES	\$	173.62	
EFT16568	COOLAIR REFRIGERATION SERVICES	DBK LIBRARY - REPLACE FAULTY DEFROST SENSOR TO AIRCON	\$	788.48	
EFT16569	CAPITAL FINANCE	VARIOUS SHIRE LEASES - 15/02/2019 - 14/05/2019	\$	3,463.47	
EFT16570	CROSS SECURITY SERVICES	LOWDEN BFB - SECURITY MONITORING EXP 1/10/2018 - 31/12/2018	\$	128.70	
EFT16571	CATALYSE PTY LTD	MARKYT COMMUNITY SCORECARD 2019	\$	13,750.00	
EFT16572	DONNYBROOK NEWSAGENCY	TUIA LODGE - NEWSPAPERS MAY 2019	\$	66.50	

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Chq/EFT	Name	Description	Municipal	Trust
EFT16573	DBK RIVERSIDE REST & CAFE	HEARLE RD MITIGATION BURN - MEALS FOR 31 FIREFIGHTERS	\$	370.00
EFT16574	DBCEC (WA) PTY LTD	GRAVEL FOR VARIOUS ROADS INCLUDING TREVENA RD	\$	18,562.94
EFT16575	ECOANGLE DESIGN & DRAFTING	FINAL AMENDMENTS TO BEELERUP BFB STATION PLANS	\$	315.00
EFT16576	FLEXI STAFF PTY LTD	TUIA LODGE - CASUAL STAFF WAGES	\$	1,424.61
EFT16577	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE & NBN SERVICE - MAY 2019	\$	273.00
EFT16578	FRONTLINE FIRE & RESCUE	VARIOUS BFB'S - PROTECTIVE CLOTHING	\$	669.90
EFT16579	GEOFF LEESONS RADIATOR CENTRE	DB1149 ISUZU TRUCK - 1 RADIATOR	\$	880.00
EFT16580	STAFF REIMBURSEMENTS	DBK REC CTR - 6 X TABLE CLOTHES FOR FUNCTION ROOM	\$	134.00
EFT16581	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSEMENT OF POLICE CLEARANCE	\$	49.90
EFT16582	MOORE STEPHENS	BUDGET MANUAL / TEMPLATE	\$	715.00
EFT16583	HARVEY NORMAN ELECTRICAL	SUNBEAM DRIP COFFEE MACHINE FOR STAFF ROOM	\$	59.00
EFT16584	HEATLEYS SAFETY & INDUSTRIAL	W&S - CARTON OF SMART FIT EARPLUGS	\$	237.60
EFT16585	SKIPPERS PLUMBING SERVICES	AMPHITHEATRE - REPAIR DRINKING FOUNTAIN LEAKING TAP	\$	346.48
EFT16586	INDIGENOUS PROFESSIONAL SERV	TUIA LODGE - WEBSITE HOSTING 13.06.2019 - 12.06.2020	\$	462.00
EFT16587	JASON SIGNMAKERS	VARIOUS TRAFFIC SIGNS	\$	383.02
EFT16588	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE TO WORKS OVERSEER	\$	80.00
EFT16589	LANDGATE	ANNUAL LANDGATE DATA EXTRACTION	\$	1,827.50
EFT16590	LIVING SPRINGS	BOTTLED WATER ADMIN OFFICE - JUNE 2019	\$	154.00
EFT16591	MALATESTA ROAD PAVING & HOTMIX	VICTORY LN - BITUMEN SEAL	\$	9,149.50
EFT16592	PS & LJ MCCABE	VICTORY LN - REMOVE PATH, CROSSOVER, KERB & REPLACE	\$	7,576.00
EFT16593	THE MUSHROOM CAFE & BAKERY	STRUCTURAL FIREFIGHTING COURSE CATERING 25 & 26 MAY 2019	\$	487.50
EFT16594	MARKETFORCE PRODUCTIONS	VARIOUS SHIRE DEPTS - ADVERTISING EXPENSES	\$	364.31
EFT16595	MORRISSEY HOMESTEAD INC	TUIA LODGE - BUS HIRE FOR BUS TRIP 17.05.2019	\$	138.00

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Chq/EFT	Name	Description		Municipal	Trust
EFT16596	MPM CONCRETING	VARIOUS SHIRE SITES - INSTALL PATHWAY, PRAM RAMP & KERB	\$	4,595.00	
EFT16597	NAS PAINTING & DECORATING SERV	APEX PARK TOILETS - REPAINT INTERIOR AND EXTERIOR	\$	4,835.60	
EFT16598	NORSCA HOLDINGS PTY LTD	GRAVEL PIT RE-HABILITATION	\$	16,500.00	
EFT16599	NARA TRAINING & ASSESSING P/L	W&S - WHITE CARD COURSE	\$	100.00	
EFT16600	OFFICEWORKS	ADMIN - 15 x BOXES OF COPIER PAPER & ASSORTED STATIONERY	\$	373.61	
EFT16601	PFI CLEANING SUPPLIES	SHIRE ADMIN & DBK TOWN HALL - CLEANING SUPPLIES	\$	298.28	
EFT16602	PRESTON VALLEY MAINTENANCE	VISITORS CENTRE - FOOTPATH REPAIR & REPAIR SPLIT PIPE	\$	132.00	
EFT16603	PSN TRAINING PTY LTD	SOCIAL MEDIA IN GOVERNMENT TRAINING - 01/08/2019	\$	654.50	
EFT16604	PRESTON POWER EQUIPMENT	W&S - VARIOUS EQUIPMENT SUPPLIES - MAY 2019	\$	189.00	
EFT16605	PEEL PODIATRY CLINIC	TUIA LODGE - PODIATRY SERVICES MAY 2019	\$	1,400.00	
EFT16606	QUANTIFIED TREE RISK ASSESSMENT	QTRA TRAINING FOR ENVIRONMENTAL OFFICER	\$	1,339.25	
EFT16607	STAFF REIMBURSEMENTS	REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$	54.30	
EFT16608	SPRINT EXPRESS	WORKS AND SERVICES FREIGHT COSTS - MAY 2019	\$	156.20	
EFT16609	SOS OFFICE EQUIPMENT	VARIOUS SHIRE SITES - PHOTOCOPIER EXPENSES	\$	1,312.84	
EFT16610	SURGICAL HOUSE PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS	\$	1,272.07	
EFT16611	SUNNY INDUSTRIAL BRUSHWARE	DB271 SWEEPER - MAIN BROOM	\$	693.00	
EFT16612	DOLORES SPRY	TUIA LODGE - REFUND CARE FEES	\$	1,256.05	
EFT16613	ROBERTA JEAN SCOTT	TUIA LODGE - REFUND CARE FEES	\$	276.10	
EFT16614	SNL ELECTRICS	DBK COMMUNITY CENTRE - REPAIR INSTANT WATER BOILER	\$	544.50	
EFT16615	SHRED-X PTY LTD	ADMIN OFFICE - SHREDDING BIN PICKUP - MARCH - APRIL 2019	\$	76.57	
EFT16616	STRATAGREEN	P&G - TREE STAKES & VARIOUS GARDENING TOOLS	\$	1,954.75	
EFT16617	THOMPSON SURVEYING CONSULTS	VALUATION OF LOTS 200 & 201 SOUTH WESTERN HWY DBK	\$	1,870.00	
EFT16618	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$	53.52	

**SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995**

**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 26 JUNE 2019**

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT16619	UPLAND CONSULTING	PROJECT MANAGEMENT SERVICES FOR BLN TOWN HALL PROJECT	\$	6,600.00	
EFT16620	LANDGATE	VALUATION SERVICES - MAY 2019	\$	887.99	
EFT16621	EARTH 2 OCEAN COMMUNICATIONS	W&S - REPAIR RADIOS VARIOUS MACHINES	\$	1,177.59	
EFT16622	VEOLIA ENVIRONMENTAL SERVICES	CLEAN OUT PIPES AND SUMPS UNDER VICTORY LANE	\$	2,949.10	
EFT16623	WESTRAC EQUIPMENT PTY LTD	DB2462 CAT GRADER - COOLANT, GASKET, O RINGS	\$	265.88	
EFT16624	WML CONSULTANTS PTY LTD	MELDENE EST PATHWAY - CONCEPT & DETAIL DESIGN & COST EST	\$	3,343.73	
EFT16624a	SG FLEET AUSTRALIA PTY LIMITED	CESM - VEHICLE LEASE FOR PERIOD 09/06/2019 - 08/07/2019	\$	1,561.90	
53331	ESTATE OF THE LATE K GALE	TUIA LODGE - REFUND CARE FEE 17/01/2019 - 24/01/2019	\$	405.28	
53332	SHIRE OF DONNYBROOK BALINGUP	DB252 - EHO - PLATE CHANGE FOR VEHICLE TRADE IN	\$	17.70	
53333	SHIRE OF DONNYBROOK BALINGUP	CONTRIB TO GIFT FOR RETIRING MRWA OFFICER/COORD OF SW RRG	\$	50.00	
53334	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES FOR THE MONTH OF MAY 2019	\$	310.00	
53335	CITY OF BUSSELTON	CONTRIBUTION - IPR PEER SUPPORT PROGRAM PROJECT	\$	500.00	
53336	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE EXPENSES	\$	2,632.35	
53337	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$	12,921.00	
53338	WESTNET PTY LTD	VARIOUS SHIRE SITES - INTERNET EXPENSES	\$	533.87	
53339	SUPA IGA DONNYBROOK	GROCERIES FOR ADMIN, DEPOT & BFB'S - MAY 2019	\$	762.77	
53340	CELLARBRATIONS DONNYBROOK	REFRESHMENTS FOR ADMIN & TUIA LODGE RESIDENTS	\$	376.84	
53341	ESTATE OF THE LATE M L SMITH	REFUND CARE FEE	\$	403.82	
53342	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE EXPENSES	\$	3,357.72	
53343	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$	2,718.76	
53344	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$	14,453.65	
53345	ANTHONY STEPHEN WALL	CROSSOVER CONTRIBUTION	\$	100.00	
53346	EMPIRE TRUST, DR AMANI RYAN	RATES REFUND	\$	276.82	

**SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995**

**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 26 JUNE 2019**

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
DD24052.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 17,823.37	
DD24052.2	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 216.60	
DD24052.3	UNISUPER	PAYROLL DEDUCTIONS	\$ 56.38	
DD24052.4	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 139.42	
DD24052.5	ASGARD AESA SUPER	PAYROLL DEDUCTIONS	\$ 150.00	
DD24052.6	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 200.28	
DD24052.7	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 1,058.58	
DD24052.8	MACQUARIE SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$ 163.65	
DD24052.9	COMM BANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 183.16	
DD24052.10	NORTH	PAYROLL DEDUCTIONS	\$ 156.75	
DD24052.11	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$ 222.18	
DD24052.12	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 321.51	
DD24052.13	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 89.78	
DD24096.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 19,721.27	
DD24096.2	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 216.60	
DD24096.3	UNISUPER	PAYROLL DEDUCTIONS	\$ 73.30	
DD24096.4	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 157.55	
DD24096.5	ASGARD AESA SUPER	PAYROLL DEDUCTIONS	\$ 175.00	
DD24096.6	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 201.59	
DD24096.7	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 1,100.86	
DD24096.8	MACQUARIE SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$ 163.65	
DD24096.9	COMM BANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 183.16	
DD24096.10	NORTH	PAYROLL DEDUCTIONS	\$ 156.75	

**SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995**

**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 26 JUNE 2019**

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
DD24096.11	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$ 223.78	
DD24096.12	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 321.51	
DD24096.13	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 295.93	
			<u>\$ 1,133,014.77</u>	<u>\$ 159,009.86</u>
			<u>\$ 1,292,024.63</u>	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995


**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE
 CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
 DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL
 ON 26 JUNE 2018.**

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	EFT16455a-EFT16624a, 53331 - 53346, DD24052.1- DD24052.13, DD24096.1- DD24096.13	\$1,133,014.77
Trust	3757 - 3766, EFT16543c	\$159,009.86
<i>Monthly Cheque Totals</i>		<u><u>\$1,292,024.63</u></u>

CERTIFICATION OF MANAGER OF CORPORATE SERVICES

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from EFT16455a-EFT16624a, 53331 - 53346, DD24052.1-DD24052.13, DD24096.1-DD24096.13 Trust 3757 - 3766, EFT16543c totalling \$1,292,024.63 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.



 MANAGER OF CORPORATE SERVICES

24-6-2019

 DATE



**Monthly
Financial Reports**
Management Statements

**For the period ended
30th April 2019**

Shire of Donnybrook-Balingup

Monthly Report to Council

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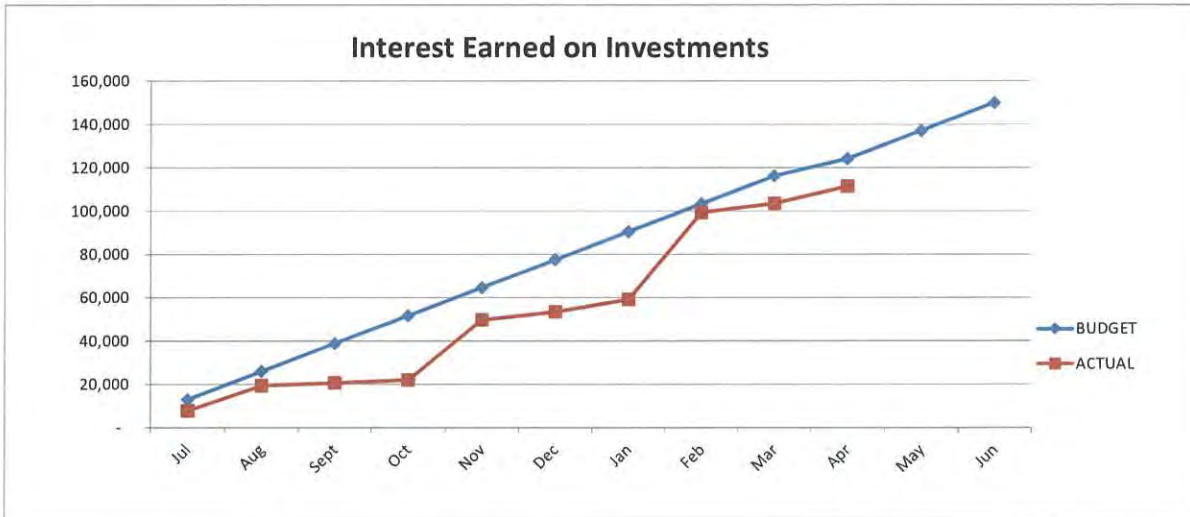
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2019

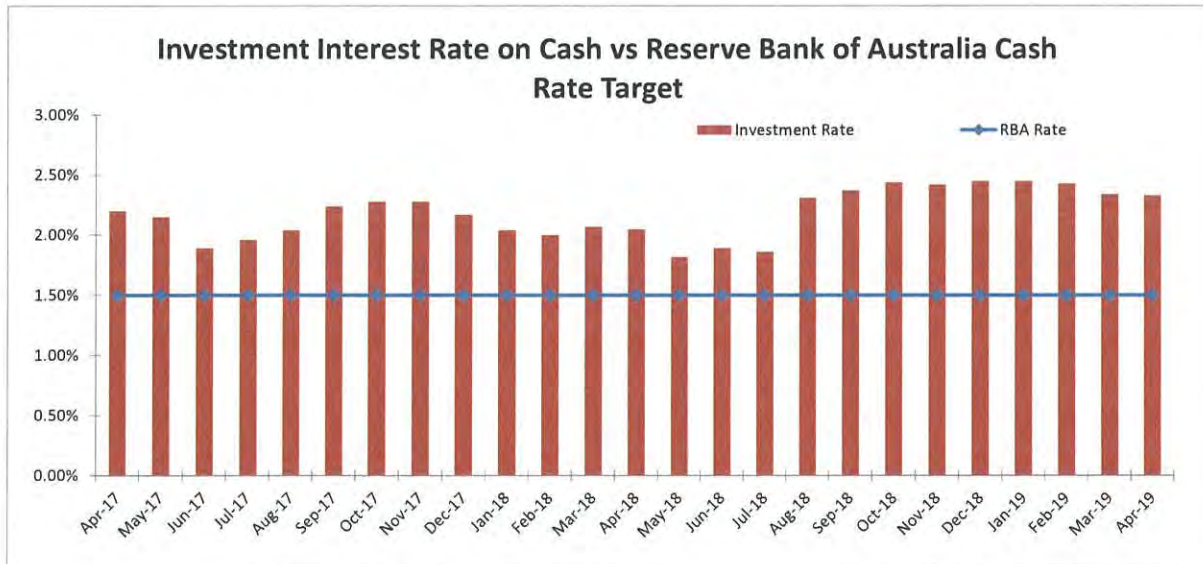
*** Cash & Investments**

As at reporting date total interest earnings on Shire Municipal and Reserve Funds are:

	YTD Actual	YTD Budget
Municipal Fund:	\$ 44,321	\$ 42,500
Reserve Fund:	\$ 67,084	\$ 81,670
	\$ 111,405	\$ 124,170



The following graph compares the Shire's interest rate earned on investments against the Reserve Bank's reference rate. Council has continued to maintain a return above the RBA cash target rate.

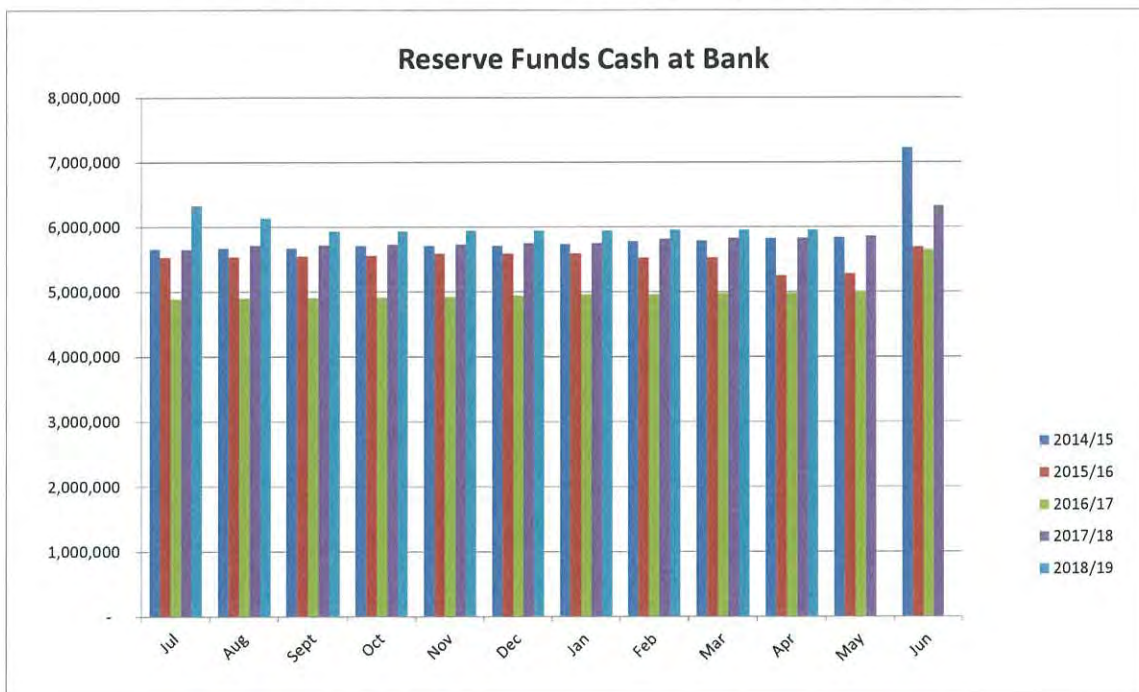
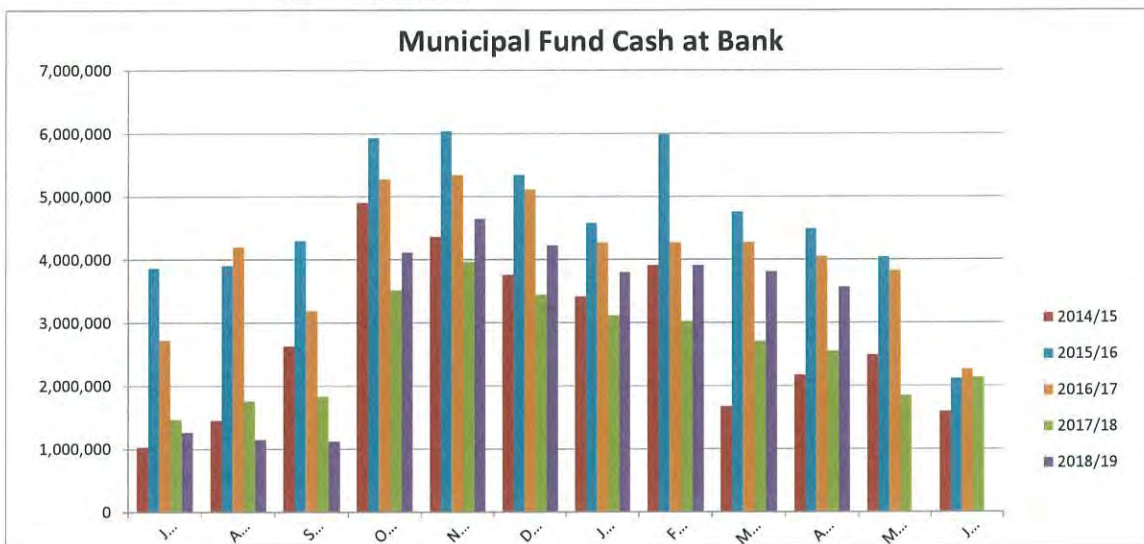


**Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2019**

*** Cash & Investments**

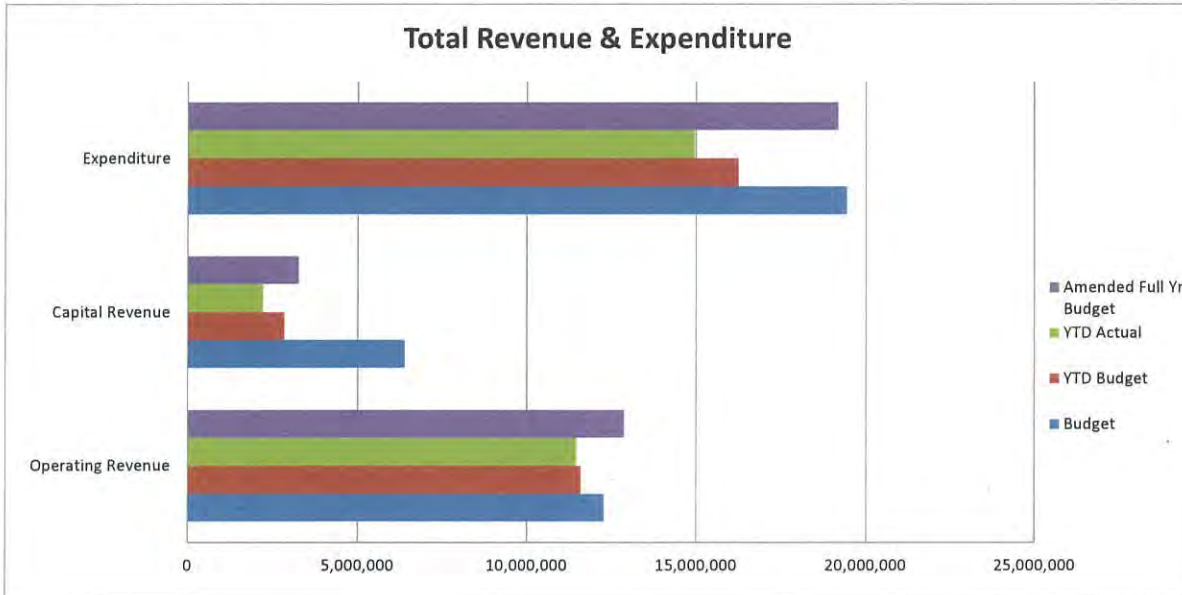
As at reporting date, the Shire's Municipal Bank fund shows a reconciled balance of \$3,571,226.35
This includes investments held by the Shire of \$2,031,226.35

Municipal Investment Funds total	\$	2,031,226
Restricted Funds total	\$	-
 Municipal Fund Cash at Bank total	 \$	 1,782,324
Reserve Funds Cash at Bank	\$	5,959,889
	\$	<u>9,773,439</u>



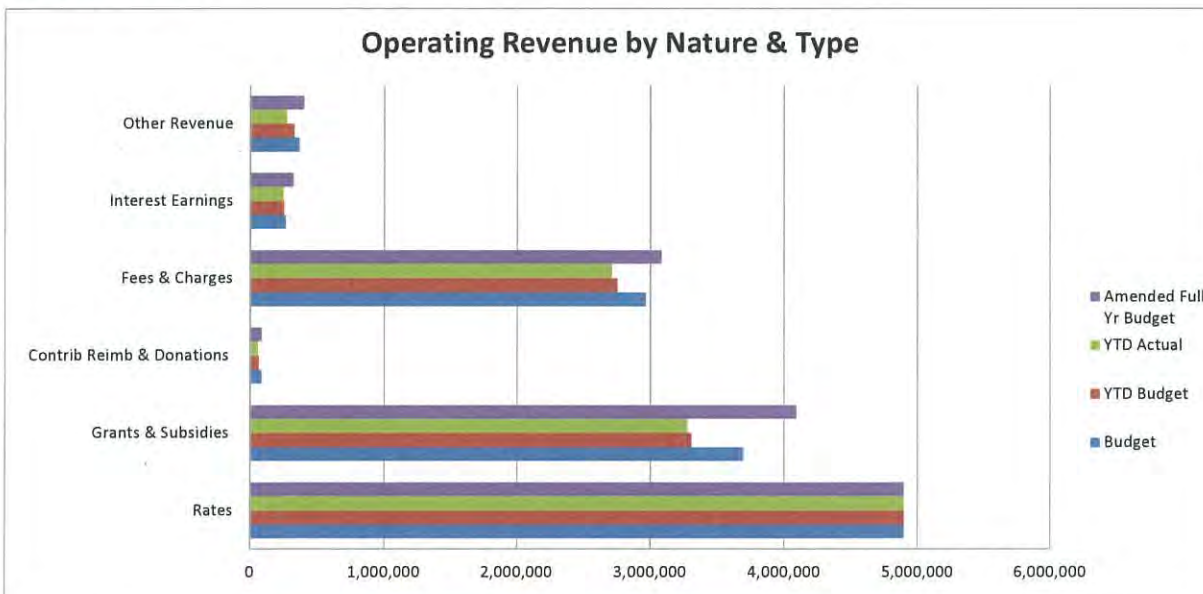
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2019

* **Nature & Type Reporting**



Total Revenue & Expenditure	Amended Full Yr		YTD Budget	YTD Actual
	Budget	Budget		
Operating Revenue	12,279,047	12,886,446	11,606,175	11,473,577
Capital Revenue	6,400,663	3,265,507	2,842,777	2,222,562
Expenditure	19,446,987	19,190,216	16,250,585	14,962,623

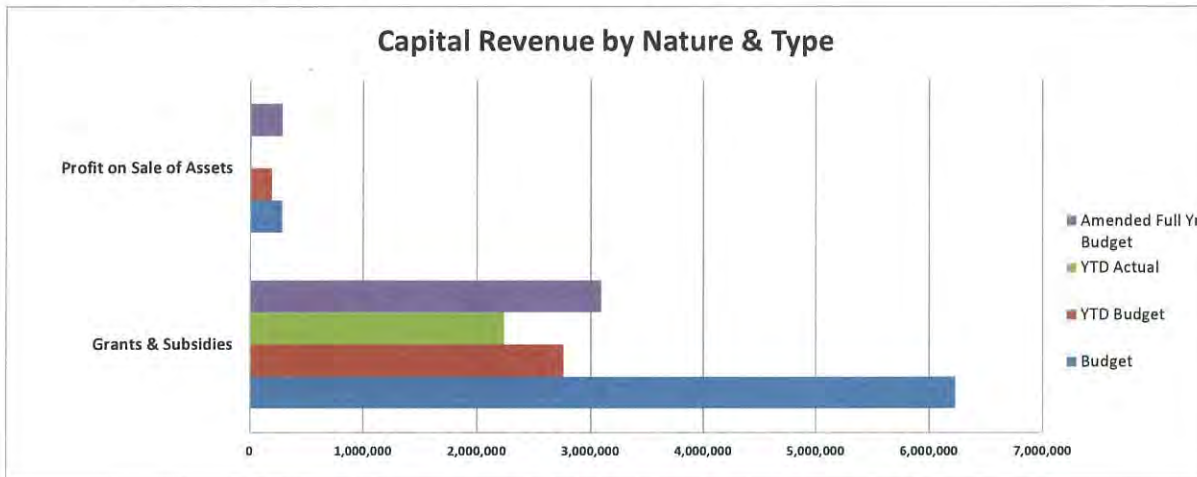
A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:



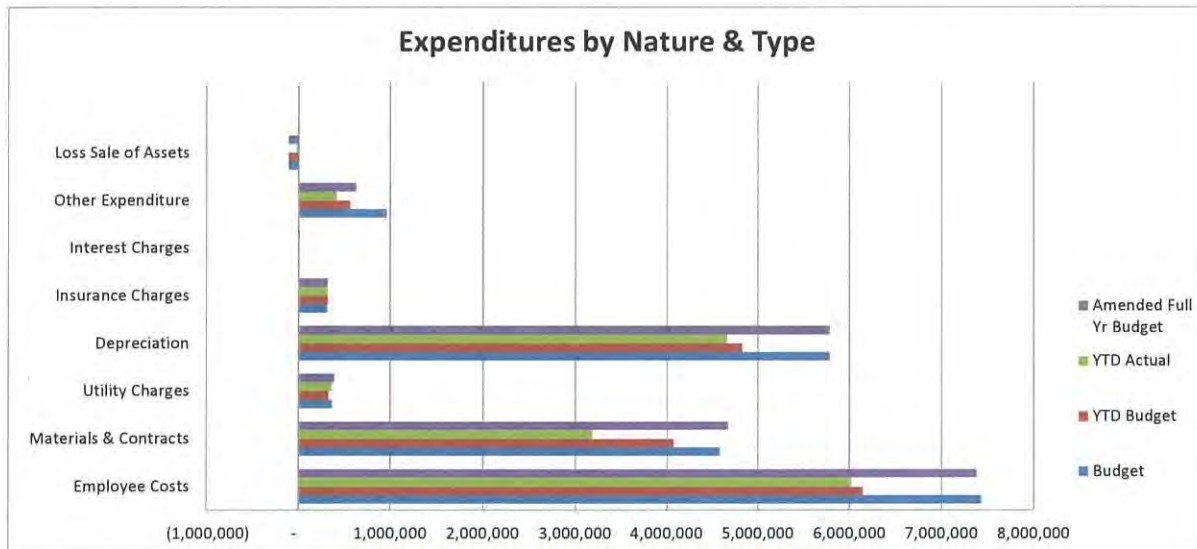
Operating Revenue by Nature & Type	Amended Full Yr		YTD Budget	YTD Actual	YTD Variance
	Budget	Budget			
Rates	4,898,169	4,897,168	4,896,918	4,897,923	0.02
Grants & Subsidies	3,693,642	4,092,003	3,306,582	3,275,588	-0.94
Contrib Reimb & Donations	85,779	86,679	66,825	59,661	-10.72
Fees & Charges	2,966,558	3,084,957	2,754,435	2,712,681	-1.52
Interest Earnings	265,672	324,759	251,622	250,434	-0.47
Other Revenue	369,227	400,880	329,793	277,290	-15.92
Total	12,279,047	12,886,446	11,606,175	11,473,577	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2019

* **Nature & Type Reporting (continued)**



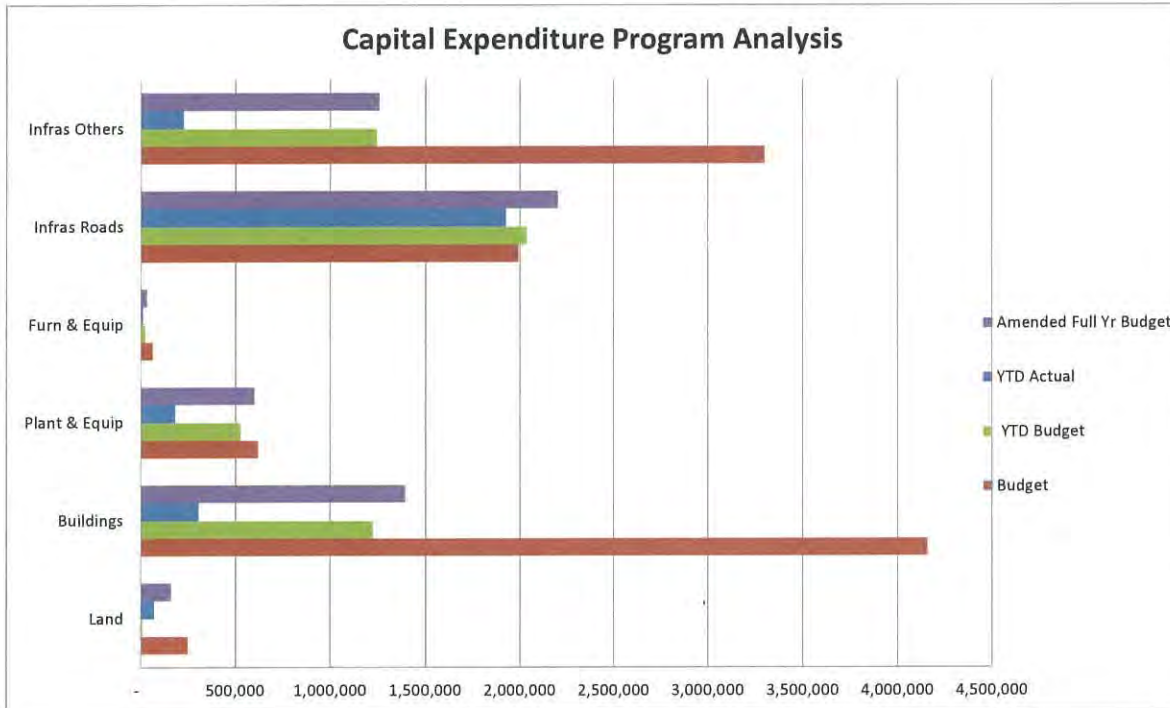
Capital Revenue by Nature and Type	Amended Full Yr		YTD Budget	YTD Actual	YTD Variance
	Budget	Budget			
Grants & Subsidies	6,231,625	3,096,469	2,762,965	2,235,831	-19.08
Profit on Sale of Assets	281,362	281,362	192,136	13,006	-93.23
Total	6,512,987	3,377,831	2,955,101	2,248,837	



Expenditures by Nature and Type	Amended Full Yr		YTD Budget	YTD Actual	YTD Variance
	Budget	Budget			
Employee costs	7,432,262	7,384,618	6,143,254	6,020,053	-2.01
Materials and contracts	4,578,007	4,669,497	4,071,124	3,184,979	-21.77
Utility charges	363,858	388,073	327,425	361,745	10.48
Depreciation on Non Current Assets	5,788,427	5,788,427	4,823,690	4,660,796	-3.38
Insurance charges	312,590	317,887	317,877	318,890	0.32
Interest charges	11,443	11,443	9,049	6,175	-31.76
Loss on sale of asset	(112,324)	(112,324)	(112,324)	(26,276)	-76.61
Other expenditure	960,400	630,271	558,166	409,986	-26.55
TOTAL	19,334,663	19,077,892	16,138,261	14,936,348	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2019

* Capital Acquisitions by Asset Class



Capital Acquisitions

	Amended Full Yr		YTD Budget	YTD Actual	YTD Variance
	Budget	Budget			
Land	250,000	160,500	10,500	71,891	
Buildings	4,156,500	1,395,474	1,223,677	305,817	-75.01
Plant & Equipment	620,352	601,275	530,001	183,273	-65.42
Furniture & Equipment	64,400	32,000	25,750	13,440	-47.81
Infrastructure Roads	1,994,841	2,205,121	2,039,247	1,928,735	-5.42
Infrastructure Others	3,299,200	1,257,752	1,242,752	226,406	-81.78
TOTAL	10,385,293	5,652,122	5,071,927	2,729,561	

**Shire of Donnybrook / Balingup
Operating Statement
For Period ended 30th April 2019**

		Total Original Budget 2018/19	Total Amended Budget 2018/19	Budget Year-to-date March	Actual Year-to-date 2018/19
Operating Revenues					
Rate Revenue	3	4,898,169	4,897,168	4,896,918	4,897,923
General Purpose Funding	3	1,296,179	1,290,151	996,402	955,366
Governance	4	15,466	45,551	45,511	44,263
Law, Order & Public Safety	5	458,488	715,173	647,412	592,024
Health	7	149,066	144,316	120,520	106,844
Education and Welfare	8	3,450,648	3,865,378	3,057,070	3,113,439
Housing	9				
Community Amenities	10	1,221,297	1,234,121	1,209,996	1,190,140
Recreation & Culture	11	323,426	237,285	204,539	196,763
Transport	12	188,581	249,572	236,922	217,972
Economic Services	13	166,227	246,551	223,325	206,914
Other Property & Services	14	111,500	111,500	92,920	72,270
		<u>12,279,047</u>	<u>13,036,766</u>	<u>11,731,535</u>	<u>11,593,919</u>
Operating Expenses Excluding					
Borrowing Costs Expenses					
General Purpose Funding	3	(245,653)	(246,393)	(222,030)	(169,286)
Governance	4	(1,128,885)	(1,009,199)	(835,484)	(778,428)
Law, Order & Public Safety	5	(1,370,553)	(1,667,993)	(1,432,870)	(1,285,472)
Health	7	(233,673)	(236,688)	(196,605)	(173,806)
Education and Welfare	8	(4,426,299)	(4,573,478)	(3,860,328)	(3,863,386)
Housing	9				
Community Amenities	10	(1,793,469)	(1,798,815)	(1,498,870)	(1,284,381)
Recreation & Culture	11	(3,446,903)	(3,388,066)	(2,844,156)	(2,630,846)
Transport	12	(5,151,655)	(5,210,298)	(4,316,309)	(3,985,855)
Economic Services	13	(952,354)	(524,481)	(459,434)	(330,432)
Other Property & Services	14	(131,789)	(143,401)	(312,138)	(215,504)
		<u>(18,881,233)</u>	<u>(18,798,812)</u>	<u>(15,978,224)</u>	<u>(14,717,397)</u>
Borrowing Costs Expenses					
General Purpose Funding	4	(0)	(0)	(664)	(3)
Health	7	(4,938)	(4,938)	(3,357)	(2,713)
Housing	9				
Education and Welfare	8	(0)	(0)	(19,436)	(14,425)
Recreation and Culture	11	(2,180)	(2,180)	0	0
Transport	12	0	0	0	0
Economic Services	13	(4,325)	(4,325)	(16,534)	(8,699)
		<u>(11,443)</u>	<u>(11,443)</u>	<u>(39,991)</u>	<u>(25,840)</u>
Contributions/Grants for the Development of Assets					
Governance	4	0	0	0	0
Law, Order & Public Safety	5	436,175	155,054	155,054	0
Health	7	0	0	0	0
Education and Welfare	8	1,555,000	678,000	678,000	600,000
Community Amenities	10	0	0	0	0
Recreation & Culture	11	206,000	211,374	211,204	10,374
Transport	12	4,034,450	2,052,041	1,718,707	1,625,458
Economic Services	13	0	0	0	0
		<u>6,231,625</u>	<u>3,096,469</u>	<u>2,762,965</u>	<u>2,235,831</u>
GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS					
Governance	4	(7,524)	(7,524)	(7,524)	0
Law, Order & Public Safety	5	(8,690)	(8,690)	(8,690)	(7,503)
Health	7	(8,472)	(8,472)	(8,472)	0
Education & Welfare	8	0	0	0	0
Housing	9				
Community Amenities	10	(11,650)	(11,650)	(11,650)	0
Recreation & Culture	11	0	0	0	0
Transport	12	(62,300)	(62,300)	(62,300)	(5,767)
Economic Services	13	267,674	267,674	178,448	0
		<u>169,038</u>	<u>169,038</u>	<u>79,812</u>	<u>(13,270)</u>
Net Profit OR Loss / Result		(212,966)	(2,507,982)	(1,363,921)	(875,078)

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 30th April 2019

	Total Original Budget 2018/19	Total Amended Budget 2018/19	Budget Year-to-date March	Actual Year-to-date 2018/19
OPERATING REVENUE AND EXPENDITURE				
(a) Summary by Nature and Type				
Revenue				
Rates	4,898,169	4,897,168	4,896,918	4,897,923
Grants and Subsidies (Operating)	3,693,642	4,092,003	3,306,582	3,275,588
Contributions Reimbursements and Donations (Operating)	85,779	86,679	66,825	59,661
Fees and Charges	2,966,558	3,084,957	2,754,435	2,712,681
Interest Earnings	265,672	324,759	251,622	250,434
Other Revenue	369,227	400,880	329,793	277,290
	<u>12,279,047</u>	<u>12,886,446</u>	<u>11,606,175</u>	<u>11,473,577</u>
Expenditure				
Employee Costs	(7,432,262)	(7,384,618)	(6,143,254)	(6,020,053)
Materials and Contracts	(4,578,007)	(4,669,497)	(4,071,124)	(3,184,979)
Utility Charges	(363,858)	(388,073)	(327,425)	(361,745)
Depreciation on Non Current Assets	(5,788,427)	(5,788,427)	(4,823,690)	(4,660,796)
Insurance Expenses	(312,590)	(317,887)	(317,877)	(318,890)
Interest Expenses	(11,443)	(11,443)	(9,049)	(6,175)
Other Expenses	(960,400)	(630,271)	(558,166)	(409,986)
	<u>(19,446,987)</u>	<u>(19,190,216)</u>	<u>(16,250,585)</u>	<u>(14,962,623)</u>
Less Applicable to Capital Works	(554,311)	(530,281)	(437,712)	(391,408)
	<u>(6,613,629)</u>	<u>(5,773,489)</u>	<u>(4,206,698)</u>	<u>(3,097,638)</u>
Non-operating grants, subsidies and contributions	6,231,625	3,096,469	2,762,965	2,235,831
Profit on asset disposals	281,362	281,362	192,136	13,006
Loss on asset disposals	(112,324)	(112,324)	(112,324)	(26,276)
Loss on revaluation of non current assets	0	0	-	-
Net result	<u>(212,966)</u>	<u>(2,507,982)</u>	<u>(1,363,921)</u>	<u>(875,076)</u>
Other comprehensive income				
Changes on revaluation of non-current assets	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Comprehensive Income	<u>(212,966)</u>	<u>(2,507,982)</u>	<u>(1,363,921)</u>	<u>(875,076)</u>

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2019

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2018/2019			
	Original Budget	Amended Budget	YTD Budget	Actual
OPERATING REVENUE				
Rate Revenue				
Rates (incl. Discount)	4,898,169	4,897,168	4,896,918	4,897,923
Grants & Subsidies (Operating)				
General Purpose Grant	1,005,029	967,282	716,024	725,402
MRD Special Grants	92,131	149,739	149,739	149,739
Interest on Deferred Rates	3,200	8,262	8,262	-
Other Grants	417,882	608,574	569,727	483,269
Aged Hostel Subsidy	2,175,400	2,358,146	1,862,830	1,917,118
Grants & Subsidies (Capital)				
Local Roads Grant	-	-	-	-
MRD Special Grants	3,949,000	2,014,768	1,681,434	1,594,585
Other Grants	1,253,675	977,928	977,928	612,874
Contributions & Donations (Operating)				
Contributions, Reimbursements & Donations	85,779	86,679	66,825	59,661
Contributions & Donations (Cap)				
Contributions, Reimbursements & Donations	1,028,950	103,773	103,603	28,373
Fees and Charges				
Rates Instalment Charges	20,000	21,030	21,032	20,810
Rates Direct Debit Fees	6,250	6,250	5,210	5,955
Refuse Removal Charges	428,365	430,000	430,000	430,246
Waste Management Levy	550,800	558,000	558,000	557,402
Recycling Charges	100,032	101,240	101,240	101,757
Rental Income	1,313,250	1,355,840	1,092,546	1,083,287
Hall Income	8,700	10,500	8,080	10,805
Ground Rent	10,355	10,027	9,731	9,069
Recreation Centre Income	186,010	159,900	146,670	146,832
Caravan Park	46,850	42,850	37,380	25,771
Fines and Penalties	5,100	5,300	4,337	4,991
Other Fees and Charges	284,846	378,020	335,209	311,656
Private Works	6,000	6,000	5,000	4,100
Interest Earnings				
Rates Penalty Interest Charge	31,500	51,500	45,416	41,474
Interest on Rates Instalments	15,500	18,287	18,288	18,057
Interest on Municipal Funds	138,672	159,972	106,248	104,730
Interest on Reserve Funds	80,000	95,000	81,670	86,173
Other Revenue				
Royalties	25,020	25,020	20,850	20,767
Commissions	88,275	80,275	74,230	54,773
Other Income	13,600	15,564	12,589	7,315
Reimbursements	242,332	280,021	222,124	194,435
Profit on Sale of Non-Current Assets	281,362	281,362	192,136	13,006
Total Operating Revenue	18,792,034	16,264,277	14,561,276	13,722,414

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2019

OPERATING REVENUE AND EXPENDITURE	2018/2019			
	Original Budget	Amended Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:				
OPERATING EXPENDITURE				
Employee Costs				
Salaries and Wages	6,215,925	6,124,361	5,092,545	5,014,203
Superannuation	643,207	665,409	556,780	535,481
Workers Compensation	234,128	233,753	233,748	228,000
Clothing and Uniforms	56,769	113,018	103,362	98,205
Training Expenses	170,927	134,271	107,114	55,140
Fringe Benefits Tax	81,000	81,000	21,375	73,483
Employee Provisions	-	-	-	-
Other Employee Costs	30,306	32,806	28,330	15,540
Materials				
Chemicals / Gas	26,200	26,400	22,030	10,917
General Supplies	441,071	505,875	436,254	558,289
Road Materials	112,101	115,601	263,590	65,256
Phone/Fax	44,428	58,179	50,961	57,898
Fuels & Oils	160,000	161,500	144,830	195,614
Plant Parts	189,000	209,000	177,490	108,476
Tools/Hardware	1,550	3,050	2,790	11,403
Office Supplies	181,028	173,775	148,857	84,866
Garden Supplies	41,100	52,593	46,183	98,107
Kiosk Purchases (Rec)	20,600	15,900	12,470	10,328
Freight & Transport	9,010	11,010	9,510	11,175
Safety Equipment	250	250	210	3,894
Contracts				
Lease & Rental Expenses	12,373	15,494	12,561	31,697
Service Contracts & Repairs	155,947	176,501	157,605	166,743
Contract Labour	2,100,575	2,143,191	1,741,391	1,169,415
Plant Hire (External)	4,300	28,300	27,580	78,472
Security Service	3,563	4,063	3,470	3,108
Professional Services & Consultants	708,859	599,487	504,686	272,542
Rubbish Disposal Contract	275,904	277,180	232,036	176,157
Recycling Contract	90,148	92,148	76,620	70,622
Utility Charges				
Sewerage	20,100	23,100	19,750	21,798
Electricity	278,410	297,410	251,000	264,117
Water	65,348	67,563	56,675	75,829
Insurance Expenses				
Insurance	312,590	317,887	317,877	318,890
Interest Expenses				
Interest on Overdraft	-	-	-	-
Interest on Loans	11,443	11,443	9,049	6,175

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2019

4. OPERATING REVENUE AND EXPENDITURE	2018/2019			
	(b) Classified According to Nature and Type:	Original Budget	Amended Budget	YTD Budget
OPERATING EXPENDITURE (cont)				
Other Expenditure				
Refreshments	37,450	38,050	33,330	26,573
Subscriptions / Donations	216,495	217,952	201,087	78,972
Valuations / Title Searches	86,500	86,500	85,330	23,031
Postage	18,500	18,350	16,466	11,199
Accommodation	11,150	10,150	8,620	6,774
Licence Fees	19,350	19,450	19,420	11,564
Advertising	44,910	44,910	37,860	33,082
Councillor Allowances	110,848	108,546	81,130	80,272
Bank Charges	24,587	24,864	19,357	15,668
Other Expenditure	390,610	61,499	55,566	122,871
Loss on Sale of Non-Current Assets	112,324	112,324	112,324	26,276
Depreciation				
Depreciation on Assets	5,788,427	5,788,427	4,823,690	4,660,796
Less: Applicable to Capital Works	(554,311)	(530,281)	(437,712)	(391,408)
Total Operating Expenditure	19,005,000	18,772,259	15,925,197	14,597,491
NET PROFIT OR LOSS / RESULT	(212,966)	(2,507,982)	(1,363,921)	(875,076)

**Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 30th April 2019**

		2018/19 Original Budget \$	2018/19 Amended Budget \$	2018/19 YTD Budget \$	2018/19 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES						
General Purpose Funding (Excl. Rates)	3	1,296,179	1,290,151	996,402	955,366	(4.12)
Governance	4	20,904	50,989	50,949	44,263	(13.12)
Law, Order, Public Safety	5	458,488	715,173	647,412	592,024	(8.56)
Health	7	149,066	144,316	120,520	106,844	(11.35)
Education and Welfare	8	3,450,648	3,865,378	3,057,070	3,113,439	1.84
Housing	9					
Community Amenities	10	1,221,297	1,234,121	1,209,996	1,190,140	(1.64)
Recreation and Culture	11	323,426	237,285	204,539	196,763	(3.80)
Transport	12	196,831	257,822	245,172	230,978	(5.79)
Economic Services	13	433,901	514,225	401,773	206,914	(48.50)
Other Property and Services	14	111,500	111,500	92,920	72,270	(22.22)
		7,662,240	8,420,960	7,026,753	6,709,001.54	(4.52)
EXPENSES						
General Purpose Funding	3	(245,653)	(246,393)	(221,366)	(169,283)	(23.53)
Governance	4	(1,141,847)	(1,027,099)	(848,446)	(778,428)	(8.25)
Law, Order, Public Safety	5	(1,379,243)	(1,676,683)	(1,441,560)	(1,292,974)	(10.31)
Health	7	(247,083)	(245,160)	(201,720)	(171,093)	(15.18)
Education and Welfare	8	(4,426,299)	(4,575,658)	(3,840,892)	(3,848,961)	0.21
Housing	9					
Community Amenities	10	(1,805,119)	(1,814,790)	(1,510,520)	(1,284,381)	(14.97)
Recreation & Culture	11	(3,449,083)	(3,388,066)	(2,844,156)	(2,630,846)	(7.50)
Transport	12	(5,222,205)	(5,280,848)	(4,386,859)	(4,004,628)	(8.71)
Economic Services	13	(956,679)	(524,481)	(442,900)	(321,734)	(27.36)
Other Property and Services	14	(131,789)	(143,401)	(312,138)	(215,504)	(30.96)
		(19,005,000)	(18,922,579)	(16,050,557)	(14,717,832)	(8.30)
Net Operating Result Excluding Rates:		(11,342,760)	(10,501,619)	(9,023,804)	(8,008,831)	(11.25)
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Income						
(Profit)/Loss on Asset Disposals		(169,038)	(169,038)	(79,812)	13,270	(116.63)
Depreciation on Assets		5,788,427	5,788,427	4,823,690	4,660,796	(3.38)
Adjust Current Asset - Land Held for Resale		0	0	0	0	
Capital Expenditure and Income						
Non Operating Grants, Subsidies & Contributions		6,231,625	3,096,469	2,762,965	2,235,831	(19.08)
Purchase Land and Buildings		(4,406,500)	(1,555,974)	(1,234,177)	(377,707)	(69.40)
Purchase Infrastructure Assets - Roads		(1,994,841)	(2,205,121)	(2,039,247)	(1,928,735)	(5.42)
Purchase Infrastructure Assets - Other		(3,299,200)	(1,257,752)	(1,242,752)	(226,406)	(81.78)
Purchase Plant and Equipment		(620,352)	(601,275)	(530,001)	(183,273)	(65.42)
Purchase Furniture and Equipment		(64,400)	(32,000)	(25,750)	(13,440)	(47.81)
Proceeds from Disposal of Assets		597,190	180,380	165,702	50,519	(69.51)
Repayment of Debentures		(30,795)	(30,795)	(25,508)	(25,508)	0.00
Repayment of Preston Village Fixed Loans		(930,000)	0	0	0	
Loan Principal repayments		0	0	0	0	
Proceeds from Leased Preston Village		930,000	0	0	0	
Proceeds from New Debentures		1,400,000	400,000	400,000	0	(100.00)
Advances to Community Groups		0	0	0	0	
Adjust Self Supporting Loan		0	0	0	0	
Self-Supporting Loan Principal Income		8,660	8,660	8,660	8,660	(0.00)
Transfers to Reserves (Restricted Assets)		(643,251)	(1,410,923)	(223,000)	(20,394)	(90.85)
Transfers from Reserves (Restricted Assets)		2,124,900	1,858,318	199,248	384,841	93.15
Adjust Current Asset (Self Supporting Loan)		0	0	0	0	
Adjust Non Current Assets & Liabilities		0	0	0	0	
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,522,166	1,565,218	1,565,215	1,565,218	0.00
LESS Estimated Surplus/(Deficit) June 30 C/Fwd			168,359	(398,347)	3,032,763	(861.34)
Budgeted deficiency before general rates		(4,898,169)	(4,897,168)	(4,896,918)	(4,897,923)	0.02
Estimated amount to be raised from general rates		4,898,169	4,897,168	4,896,918	4,897,923	
Surplus / (deficit)		0	0	0	0	

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Revised Budget YTD to 30/04/2019	Actual YTD to 30/04/2019	Variance Amount	Variance %	Permanent Variation	Comment
General Purpose Funding								
1932	RATING VALUATIONS	Exp	85,330	23,031	-62,299	-73.01		Budget timing variation
1962	LEGAL COSTS (RATES)	Exp	27,500	6,808	-20,692	-75.24		Budget timing variation
0121	LEGAL COSTS (RATES)	Inc	-32,500	-4,524	27,976	-86.08		Budget timing variation - reimbursement charges yet to be raised for legal costs - charges should be charged Mid May.
0091	GENERAL PURPOSE GRANT	Inc	-716,024	-725,462	-9,438	1.32		Budget timing variation
0101	INTEREST - DEFERRED RATES	Inc	-8,262	0	8,262	-100.00		Budget timing variation
4891	INTEREST ON RESERVE ACCOUNTS	Inc	-81,670	-67,084	14,586	-17.86		Budget timing variation - income is based on timing of investment maturities.
Governance								
0392	COMPUTER MTCE AGREEMENTS	Exp	77,371	82,937	5,566	7.19		Budget timing variation
1072	FRINGE BENEFITS TAX	Exp	21,375	73,483	52,108	243.78		FBT is allocated to cost areas in May therefore temporary variation (reallocate in May)
0554	PURCHASE PLANT VEHICLES	Exp	84,380	0	-84,380	-100.00		Budget timing variation - vehicle changeover deferred May/June 2019
0584	FURNITURE AND EQUIPMENT	Exp	7,000	1,475	-5,525	-78.93		Budget timing variation - minimal expenditure to date
0595	SALE OF PLANT VEHICLE	Inc	-58,726	0	58,726	-100.00		Budget timing variation - vehicle changeover deferred until May/June 2019
0182	SUBSCRIPTIONS	Exp	47,854	24,861	-22,993	-48.05		Budget timing variation
0962	CONSULTANTS FEES	Exp	18,148	10,930	-7,218	-39.77		Budget timing variation
1042	PUBLIC RELATIONS	Exp	55,973	20,708	-35,265	-63.00		Budget timing variation
Law, Order & Public Safety								
0682	BUSH FIRE MITIGATION - SHIRE	Exp	10,000	2,614	-7,386	-73.86		Budget timing variation - minimal expenditure to date
5142	ESL OPERATING EXPENSES SHIRE	Exp	323,449	262,711	-60,738	-18.78	x	Expenditure will exceed budget by approx. \$100K - will seek extra funding from DFES
6412	CESM OFFICE EXPENSES	Exp	5,481	26,255	20,774	379.01		Budget timing - 60% expenditure is recouped from DFES
6962	BUSH FIRE MITIGATION - SEMC	Exp	228,062	158,266	-69,796	-30.60		Budget timing variation
0745	REIMBURSEMENTS BRIGADE	Inc	-170	-14,114	-13,944	8202.41	x	Increased income due to insurance refund for review of brigade membership numbers
5123	EMERGENCY SERVICES LEVY GRANT RECEIVED	Inc	-259,296	-241,336	17,961	-6.93	x	Increased income due to additional \$85k received for 17/18 Operations
6963	OFFICE OF ENERGY MGMT. - FIRE MITIGATION GRANT	Inc	-272,570	-210,047	62,523	-22.94		Budget timing variation
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	163,055	34,511	-128,544	-78.83		Budget timing variation - Beelenup & Lowden BFB works carried forward to 19/20
0765	GOVERNMENT GRANTS	Exp	-155,054	0	155,054	-100.00		Budget timing variation
0802	GENERAL EXPENSES (AC)	Exp	26,932	12,182	-14,750	-54.77		Budget timing variation
Health								
1454	PURCHASE PLANT VEHICLE	Exp	22,275	0	-22,275	-100.00		Budget timing variation - vehicle to be purchased May 19
1475	SALE OF PLANT VEHICLE	Inc	-7,088	0	7,088	-100.00		Budget timing variation - trade in expected May 19
1592	MEDICAL CENTRE MTC	Exp	32,580	27,166	-5,414	-16.62		Budget timing variation
Education and Welfare								
0983	TUJA LODGE STAFF TRAINING	Exp	28,330	9,739	-18,591	-65.62		Budget timing variation
1662	SALARIES (TLODGE)	Exp	1,690,013	1,863,879	173,866	10.29		Budget timing variation - expenditure reflects level of care
1682	TUJA LODGE MTCE	Exp	887,743	866,147	-21,596	-2.43		Budget timing variation
1722	LANGLEY VILLAS MTCE U1-6	Exp	37,739	27,032	-10,707	-28.37		Budget timing variation
1734	MINNINUP COTTAGES 5 - 8 MAINTENANCE	Exp	21,259	15,231	-6,028	-28.36		Budget timing variation
1742	MINN COTTAGES 9-12	Exp	27,777	13,424	-14,353	-51.67		Budget timing variation
3322	CONSULTANCY - AGED CARE SERVICES	Exp	64,568	6,818	-57,750	-89.44		Budget timing variation
4022	LANGLEY VILLAS MTCE U7-9	Exp	7,547	15,202	7,655	101.43		Budget timing variation
4192	PRESTON VILLAGE RETIREMENT UNITS	Exp	60,611	54,751	-5,860	-9.67		Budget timing variation
1173	MINNINUP COTTAGES RENT U5-8	Inc	-28,460	-16,622	11,838	-41.59		Budget timing variation
1693	TUJA LODGE SUBSIDY	Inc	-1,862,830	-1,917,118	-54,288	2.91		Budget timing variation - income reflects level of care
1703	TUJA LODGE RENTAL - BASIC DAILY CARE FEE	Inc	-585,693	-552,358	33,335	-5.69		Budget timing variation - income reflects level of care, behind YTD budget
1706	TUJA LODGE RENTAL - DAILY ACCOMM FEE	Inc	-114,552	-129,163	-14,611	12.75		Budget timing variation - income reflects level of care, exceeds YTD budget
1707	TUJA LODGE RENTAL - MEANS TESTED FEE	Inc	-81,737	-117,100	-35,363	43.26		Budget timing variation - income reflects level of care, exceeds YTD budget
1708	TUJA LODGE RENTAL - RESPITE FEE	Inc	-31,307	-24,509	6,798	-21.71	x	Budget timing variation
1753	LANGLEY VILLAS RENT U1-6	Inc	-48,760	-41,880	6,880	-14.11		Budget timing variation
1773	MCOTTAGES RENT 9-12	Inc	-28,460	-35,795	-7,335	25.77		Budget timing variation
7133	REIMBURSEMENTS AGED CARE SERVICES	Inc	-123,560	-117,175	6,385	-5.17		Budget timing variation
1684	TUJA LODGE FURNITURE & EQUIPMENT	Exp	18,750	11,965	-6,785	-36.19		Budget timing variation
7384	BUILDINGS - TUJA LODGE	Exp	455,832	35,124	-420,708	-92.29		Budget timing variation

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Revised Budget YTD to 30/04/2019	Actual YTD to 30/04/2019	Variance Amount	Variance %	Permanent Variation	Comment
Education and Welfare								
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	133,462	66,853	-66,609	-49.91		Budget timing variation
8104	AFFORDABLE HOUSING - BRIDGE STREET	Exp	150,000	59,896	-90,104	-60.07		Budget timing variation - minimal expenditure to date
0435	COMMUNITY CONTRIBUTIONS - TUIA LODGE	Inc	-78,000	0	78,000	-100.00		Contribution from Tuia Charitable Trust remains unresolved
0445	PROCEEDS FROM LOAN - TUIA LODGE EXTENSIONS	Inc	-400,000	0	400,000	-100.00		Budget timing variation - Loan not yet raised
Community Amenities								
1762	DOMESTIC REFUSE COLLECT	Exp	166,710	116,233	-50,477	-30.28		Budget timing variation - normal operational variance
1772	RUBBISH SITES MTC	Exp	427,949	365,311	-62,638	-14.64		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	96,500	79,362	-17,138	-17.76		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	102,580	91,446	-11,134	-10.85		Budget timing variation - normal operational variance
1813	REFUSE CHARGES D'THER	Inc	-6,375	0	6,375	-100.00		Budget timing variation - no expenditure to date
2003	BULK REFUSE CHARGES	Inc	-62,500	-39,191	23,309	-37.30		Budget timing variation - normal operational variance
2072	LANDCARE DEV/JENV. PLNG.	Exp	14,650	4,298	-10,352	-70.66		Budget timing variation
2172	LAND USE PLANNING	Exp	16,670	0	16,670	-100.00		Budget timing variation - no expenditure to date
2223	CHARGES - T/P APPROVAL	Inc	-21,670	-29,711	-8,041	37.11		Budget timing variation
2274	PURCHASE PLANT EQUIPMENT	Exp	33,413	0	-33,413	-100.00		Budget timing variation - vehicle changeover deferred until May/June 2019
2325	SALE OF PLANT & EQUIPMENT	Inc	-8,100	0	8,100	-100.00		Budget timing variation - vehicle changeover deferred until May/June 2019
2302	DBK CEMETERY MNTCE	Exp	50,450	41,400	-9,050	-17.94		Budget timing variation - normal operational variance
2322	PUBLIC CONVENENCES	Exp	160,318	155,090	-5,228	-3.26		Budget timing variation - normal operational variance
Recreation and Culture								
2412	PUBLIC HALLS - DBK	Exp	71,222	59,275	-11,947	-16.77		Budget timing variation - conservation plans
2584	BALINGUP HALL - NEW STOREROOM	Exp	169,170	60,640	-108,530	-64.15		Budget timing variation
0592	RECREATION PROMOTIONAL PROGRAMS	Exp	25,000	1,230	-23,770	-95.08		Budget timing variation
2642	PARKS & RESERVES GENERAL	Exp	509,830	515,575	5,745	1.13		Budget timing variation - normal operational variance
2672	MITCHELL PARK	Exp	111,080	59,246	-51,834	-46.66		Budget timing variation - normal operational variance
2712	BLN PARKS & RESERVES	Exp	196,098	230,267	34,169	17.42		Budget timing variation - normal operational variance
2722	REC CENTRE MTC	Exp	248,421	230,173	-18,248	-7.35		Budget timing variation
1583	GOVT GRANTS - SPORT & RECREATION	Inc	-12,500	-512	11,988	-95.90		Budget timing variation
2763	CHARGES-MITCHELL PARK	Inc	-5,046	-12,359	-7,313	144.93		Budget timing variation
2682	PARK EQUIPMENT	Exp	10,000	305	-9,695	-96.95		Budget timing variation
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	127,575	92,260	-35,315	-27.68		Budget timing variation
8054	PRESTON RIVER PARKLAND DONNYBROOK	Exp	10,000	0	-10,000	-100.00		Budget timing variation
2972	GENERAL EXPENSES BLN	Exp	39,236	26,690	-12,546	-31.97		Budget timing variation
5662	DONNYBROOK RESOURCE CENTRE MAINTENANCE	Exp	20,834	334	-20,500	-98.39		Budget timing variation - minimal expenditure to date
2963	REIMBURSE RESOURCE CENTRE	Inc	-6,250	-296	5,954	-95.26		Budget timing variation - minimal income to date
3165	GRANTS RAILWAY STATION	Inc	-200,000	0	200,000	-100.00		Budget timing variation - no income to date
Transport								
3200	BRIDGEWORKS - EXT. FUNDED	Exp	1,035,768	117,530	-918,238	-88.65		Budget timing variation - variance reflects timing of road program
3210	ROADWORKS GENERAL	Exp	513,237	409,648	-103,590	-20.18		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	96,417	47,811	-48,606	-50.41		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	689,271	679,769	-9,502	-1.38		Budget timing variation - variance reflects timing of road program
0325	FEDERAL & STATE BLACKSPOT GRANT FUNDING	Inc	-40,000	0	40,000	-100.00		Budget timing variation - variance reflects timing of road program
3251	SPECIAL PROJECTS	Inc	-869,768	-652,326	217,442	-25.00		Budget timing variation - variance reflects timing of road program
3291	REGIONAL ROAD GROUPL GRANTS MRWA	Inc	-315,000	-336,000	-21,000	6.67		Budget timing variation - variance reflects timing of road program
3331	ROADS TO RECOVERY FEDERAL GRANT FUNDING	Inc	-456,666	-606,259	-149,593	32.76		Budget timing variation
3341	OTHER GRANTS (BIKEWEST)	Inc	-12,500	-2,500	10,000	-80.00		Budget timing variation - minimal income received to date
0150	DONNYBROOK TOWNSCAPE WORKS	Exp	20,830	13,338	-7,492	-35.97		Budget timing variation
3370	STREET TREES & PRUNING	Exp	69,650	16,892	-52,758	-75.75		Budget timing variation
341M	GENERAL ROAD MAINTENANCE	Exp	832,250	814,684	-17,566	-2.11		Budget timing variation
3420	LIGHTING OF STREETS	Exp	69,200	64,167	-5,033	-7.27		Budget timing variation
3450	BRIDGE MAINTENANCE	Exp	233,088	182,593	-50,495	-21.66		Budget timing variation
3460	TRAFFIC SIGNS & CONTROL	Exp	15,000	8,011	-6,989	-46.60		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	6,500	11,762	5,262	80.96		Budget timing variation
5992	SUNDRY PLANT PURCHASES BELOW THRESHOLD	Exp	15,500	8,274	-7,226	-46.62		Budget timing variation

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Revised Budget YTD to 30/04/2019	Actual YTD to 30/04/2019	Variance Amount	Variance %	Permanent Variation	Comment
Transport								
7082	BLN TOWN CENTRE WORKS	Exp	32,253	37,844	5,591	17.33		Budget timing variation
3554	PURCHASE PLANT & EQUIPMNT	Exp	349,510	151,123	-198,387	-56.76		Budget timing variation
3575	SALE OF PLANT & EQUIPMENT	Inc	-73,410	-32,050	41,360	-56.34		Budget timing variation
4243	DEPT TRANSPORT COMMISSION	Inc	-69,170	-49,729	19,441	-28.11		Budget timing variation - commissions received in arrears
Economic Services								
2192	DONNYBROOK TRANSIT PARK MAINTENANCE	Exp	51,520	42,916	-8,604	-16.70		Budget timing variation - normal operational variance
3912	AREA PROMOTION	Exp	80,460	8,957	-71,503	-88.87		Budget timing variation
3993	CHARGES BALINGUP TRANSIT	Inc	-10,000	-2,089	7,911	-79.11		Budget timing variation
0294	TRANSIT PARK DONNYBROOK - CONSTRUCTION	Exp	10,000	317	-9,683	-96.83		Budget timing variation - minimal expenditure to date
7312	TOURISM INFRASTRUCTURE	Exp	15,000	0	-15,000	-100.00		Budget timing variation - no expenditure to date
4082	CONTRACT LABOUR & RELIEF	Exp	5,000	0	-5,000	-100.00		Budget timing variation - no expenditure to date
4132	SUNDRY BUILDING EXPENSES	Exp	14,270	8,985	-5,285	-37.03		Budget timing variation
4742	CONSULTANCY ECONOMIC SERVICES	Exp	7,000	2,000	-5,000	-71.43		Budget timing variation
Public Works Overheads								
4462	CONFER & TRAIN EXPENSES	Exp	32,000	10,095	-21,905	-68.45		Budget timing variation
6792	HOLIDAY PAY - PUB HOLS	Exp	47,780	42,090	-5,690	-11.91		Budget timing variation - normal operating variance
4613	REIMB WORKERS COMPO	Inc	-66,670	-48,116	18,554	-27.83		Budget timing variation
6802	PARTS AND REPAIRS	Exp	124,160	107,721	-16,439	-13.24		Budget timing variation
4570	SALARIES AND WAGES	Exp	5,166,710	5,525,170	358,460	6.94		Budget timing variation - wages and salaries approx \$358k over YTD Budget (adjustments to employee entitlements to be processed 30th June 2019)

Note 1 Budget and Actual Income shown as negative figures.
 Budget and Actual Expenditure shown as positive figures.
 Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget)
 Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)

Note 2 Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads)
 Variances relating to internal costings and allocations are not reported.
 Variances relating to amounts transferred to/from Reserve have not been reported.

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
30th April 2019

	Sch No	2018/19 Amended Budget		2018/19 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	6,247,319	246,393	5,849,330	169,283
Governance	4	63,301	933,266	44,263	710,773
Law, Order & Public Safety	5	715,173	1,607,474	592,024	1,236,371
Health	7	144,316	193,630	106,844	135,231
Welfare Services	8	3,865,578	4,233,523	3,098,309	3,572,971
Housing	9				
Community Amenities	10	1,234,121	1,724,040	1,190,140	1,228,561
Recreation & Culture	11	281,035	2,366,329	196,763	1,817,223
Transport	12	249,572	1,794,325	217,972	1,306,519
Economic Services	13	246,551	489,308	206,914	295,189
Other Property & Services	14	140,980	143,401	72,270	215,504
		13,187,946	13,731,689	11,574,829	10,687,625
CAPITAL SECTION					
Governance	4	271,251	272,664	91	17,904
Law, Order & Public Safety	5	283,478	285,069	16,364	76,527
Health	7	22,275	32,698	0	5,137
Welfare Services	8	1,501,614	1,060,932	602,014	173,838
Housing	9				
Community Amenities	10	33,413	43,413	0	5,559
Recreation & Culture	11	510,537	426,210	219,033	215,156
Transport	12	2,770,079	3,603,003	1,842,348	2,236,925
Economic Services	13	0	52,212	0	24,023
Transfers To Reserves	15	0	1,179,423	0	1,305
		5,392,647	6,955,624	2,679,850	2,756,374
Total Income & Expenditure		18,580,593	20,687,313	14,254,679	13,443,999
Less Depreciation W/Back			(709,861)		(656,865)
Net		18,580,593	19,977,452	14,254,679	12,787,134
Add Surplus July 1 B/Fwd		1,565,218		1,565,218.10	
Adjustment to Non Current Liabilities (Gravel)					
Adjust Non Current Assets					
Adjust Current Asset Land Held for Resale				0	
Adjust Leave Reserve W/Back					
Less Loan Principal repayments					
Adjust movement Pensioners Deferred Rates					
Adjust Self Supporting Loan					
Adjust to NCL (Leave Provisions)					
Rounding Adjustment					
Surplus/Deficit C/Fwd			168,359		3,032,763
		20,145,811	20,145,811	15,819,897	15,819,897

**Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
30th April 2019**

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	3,573,204	
Sundry Debtors Rates	690,260	
Receivables/Debtors	63,346	
Self Supporting Loan Debtors	-	
Accrued Income	331	
GST Asset Clearing A/C	63,013	
ESL Asset Clearing A/C	317,699	
Land Held for Resale	151,676	
Stock on Hand	<u>10,084</u>	4,869,613
(B) Provision for LSL Current	(348,262)	
Provision for A/L Current	(448,308)	
Add Cash Backed Reserve	250,709	
Payments received in Advance	-	
Accrued Salaries/Wages	-	
Accrued Loan Interest	-	
Accrued Expenses	(8,514)	
GST Liability Clearing A/C	(9,931)	
ESL Liability Clearing A/C	(308,890)	
PAYG Clearing A/C	(106,885)	
Prepaid Rates	(88,021)	
Payroll Creditors	-	
Add Back Current Loan Liability	-	
SS Loan Repayment	-	
Sundry Creditors	<u>(768,747)</u>	(1,836,850)
Net Current Assets		<u><u>3,032,763</u></u>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

(a) Basis of Accounting

The financial report has been prepared in accordance with applicable Australian Accounting Standards, (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. The report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

(c) Rounding Off Figures

All figures shown in this report are rounded to the nearest dollar.

(f) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(g) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST.

(h) Superannuation

The Shire of Donnybrook / Balingup contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

(i) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation, amortisation or impairment losses.

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

(j) Investments

All investments are valued at cost and interest on those investments is recognised when accrued.

(k) Impairment

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication that they may be impaired.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating units exceeds its recoverable amount. Impairment losses are recognised in the income statement.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	40 to 60 years
Office Furniture and Equipment	5 to 10 years
Computer Equipment	5 years
Plant and Equipment	4 to 15 years
Infrastructure:	
Bridges	50 to 80 years
Road clearing and earthworks	not depreciated
Road Pavement	50 years
Road Seal	18 years
Carparks	15 years
Cycleways	40 years
Footpaths - Concrete	60 years
Footpaths - Slab	20 years
Storm Water Drainage	25 to 25 years

(m) Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

(n) Employee Entitlements

The provisions for employee entitlements relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries and Annual Leave (Short-term benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees' services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates.

(ii) Annual Leave and Long Service Leave (Long-term benefits)

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value of the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

2. COMPONENT FUNCTIONS/ACTIVITIES

The activities relating to the Local Government's components are as follows:

(b) Statement of Objective

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this budget encompass the following service orientated activities/programs:

03 GENERAL PURPOSE FUNDING

Objective: To collect revenue to allow for the provision of services.

Activities: General rate revenue, general purpose grants and interest revenue.

04 GOVERNANCE

Objective: To provide a decision making process for the efficient allocation of scarce resources.

Activities: Administration and operation of facilities and services to members of Council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

05 LAW, ORDER, PUBLIC SAFETY

Objective: To provide services to help insure a safer community.

Activities: Supervision of various local laws, fire prevention, animal control and State Emergency Service.

07 HEALTH

Objective: To provide an operational framework for good community health.

Activities: Health Inspection and administration, preventative services and medical centre buildings.

08 EDUCATION AND WELFARE

Objective: To meet the needs of the community in these areas.

Activities: Operation of Frail Aged Hostel, Well Aged Housing, Community Development Child Care Centre & Youth Welfare

09 HOUSING

Objective: To help ensure adequate housing.

Activities: Maintenance of rental housing facilities. Council does not currently provide services in this area.

10 COMMUNITY AMENITIES

Objective: Provide services required by the community.

Activities: Refuse and recycling collection services, operation of refuse disposal sites, town planning & regional development, cemeteries, public conveniences and protection of the environment

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

2. COMPONENT FUNCTIONS/ACTIVITIES (continued)

11 RECREATION AND CULTURE

Objective: To establish and manage efficiently infrastructure and resources which will help the social well being of the community.

Activities: Maintenance of public Halls, parks and reserves, sporting facilities, libraries and museum.

12 TRANSPORT

Objective: To provide effective and efficient transport services to the community.

Activities: Construction and maintenance of roads, drainage works, footpaths, parking facilities, traffic signs, street cleaning, street trees, private works and traffic management.

13 ECONOMIC SERVICES

Objective: To help promote the Shire and improve its economic well being.

Activities: Promotion of Tourism, Maintenance of Caravan Park, building control, noxious weed control, receipt of royalties and agency commissions for Department of Transport.

14 OTHER PROPERTY & SERVICES

Activities: Plant repairs, public works overheads and other operational costs.

3. CASH AND INVESTMENTS

Actual cash balances versus end-of-year projected results are detailed below:

Restricted (See below)

Restricted

 Municipal Fund - Unspent Loan Fund

Unrestricted

 Municipal Fund

 Municipal Investment Account

 Petty Cash on Hand

Total Cash Balance

The following reserve funds have restrictions imposed by Council under Regulations or by external requirements:

Waste Management Reserve

Bushfire Control & Management Reserve

Aged Housing Reserve

Employee Leave & Gratuity Reserve

Arbuthnott Memorial Reserve

Town Planning Reserve

Land Development Reserve

Plant Replacement Reserve

Roadworks Reserve

Valuation Reserve

CBD Development Reserve

Buildings Reserve

Building Maintenance Reserve

Electronic Equipment Replacement Reserve

Apple Fun Park Reserve

	Budget 30/06/2019	B/Forward 01/07/2018	YTD Actual 30/04/2019
Restricted (See below)	4,857,895	6,339,544	5,959,889
Restricted		68,294	
Municipal Fund - Unspent Loan Fund			
Unrestricted			
Municipal Fund	551,095	2,072,908	1,540,818
Municipal Investment Account	0	0	2,031,226
Petty Cash on Hand	1,160	1,160	1,160
Total Cash Balance	5,410,150	8,481,906	9,533,093
The following reserve funds have restrictions imposed by Council under Regulations or by external requirements:			
Waste Management Reserve	1,430,705	1,372,381	1,372,381
Bushfire Control & Management Reserve	2,282	2,282	2,282
Aged Housing Reserve	916,559	1,319,602	1,334,733
Employee Leave & Gratuity Reserve	233,227	265,917	254,668
Arbuthnott Memorial Reserve	3,485	3,685	3,685
Town Planning Reserve	40,051	40,051	40,051
Land Development Reserve	6,834	223,548	223,548
Plant Replacement Reserve	321,634	395,296	395,296
Roadworks Reserve	1,046,166	1,297,007	1,112,166
Valuation Reserve	950	60,950	60,950
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	454,446	890,446	690,446
Building Maintenance Reserve	232,298	237,121	237,121
Electronic Equipment Replacement Reserve	84,698	126,698	126,698
Apple Fun Park Reserve	81,506	101,506	102,811
	4,857,895	6,339,544	5,959,889

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

	Budget 30/06/2019 \$	B/Forward 01/07/2018 \$	YTD Actual 30/04/2019 \$
Cash at Bank and on Hand	552,255	2,142,362	3,573,204
Restricted Assets - Reserves	4,857,895	6,339,544	5,959,889
Sundry Debtors Rates	349,722	403,361	690,260
Receivables/Debtors	90,000	87,919	63,346
Accrued Income	50,000	151,127	331
GST Asset Clearing A/C	40,000	42,178	63,013
ESL Asset Clearing A/C	0	0	317,699
Prepayments	5,000	5,778	0
Stock on Hand	210,000	14,587	10,084
Land Held for Resale	151,676	151,676	151,676
Self Supporting Loan Debtors	8,899	8,660	0
	6,315,447	9,347,192	10,829,502

CURRENT LIABILITIES

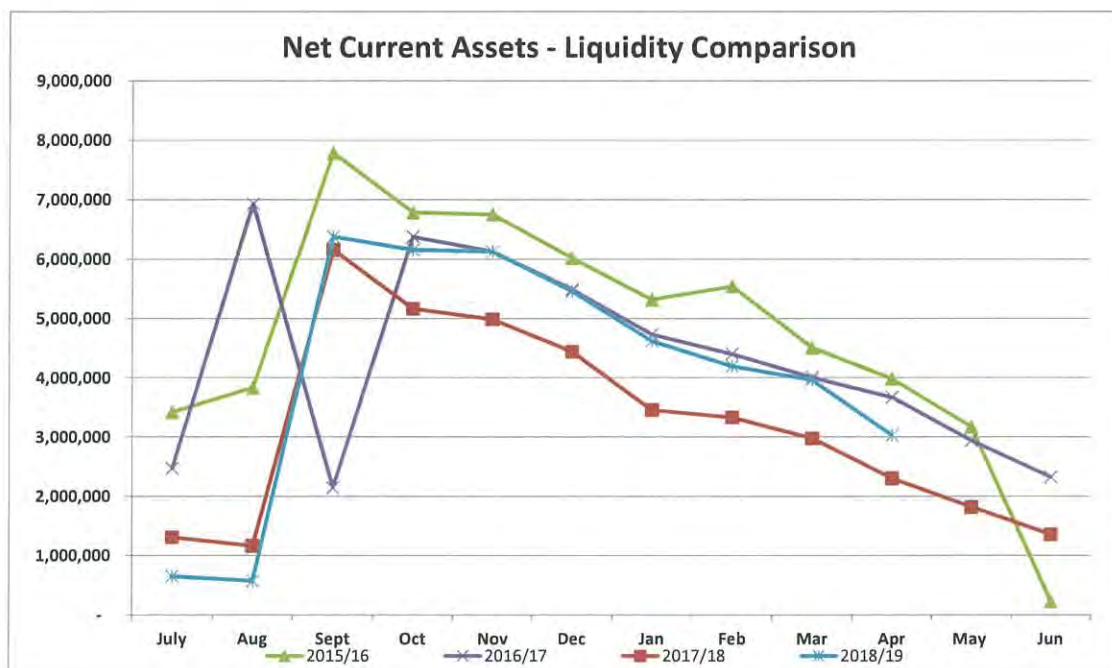
	Budget 30/06/2019 \$	B/Forward 01/07/2018 \$	YTD Actual 30/04/2019 \$
Provision for LSL Current	(348,262)	(348,262)	(348,262)
Provision for A/L Current	(448,308)	(448,308)	(448,308)
Add Cash Backed Reserve	265,917	265,917	250,709
Payments Received in Advance	-	-	-
Accrued Salaries/Wages	(150,000)	(160,432)	-
Accrued Loan Interest	(3,000)	(2,873)	-
Accrued Expenses	(115,000)	(115,890)	(8,514)
Prepaid Rates	(100,000)	(100,995)	-
GST Liability Clearing A/C	-	(57,857)	(9,931)
Add Back Current Loan Liability	75,313	30,795	-
ESL Liability Clearing A/C	-	-	(308,890)
PAYG Clearing A/C	(100,000)	(99,337)	(106,885)
Prepayment Current Liability	-	-	(88,021)
Loan Liability (Current Portion)	(75,313)	(30,795)	-
Self Supporting Loan Income	-	(8,659)	-
Sundry Creditors	(458,899)	(408,787)	(768,747)
Less Restricted Assets - Reserves	(4,857,895)	(6,339,543)	(5,959,889)
	(6,315,447)	(7,825,026)	(7,796,739)

NET CURRENT FUNDING POSITION **0** **1,522,166** **3,032,763**

Net Current Assets - Liquidity Comparison				
Month	2015/16	2016/17	2017/18	2018/19
July	3,425,364	2,472,603	1,313,270	655,255
August	3,836,027	6,931,525	1,167,107	577,376
September	7,788,427	2,146,982	6,157,360	6,377,761
October	6,783,116	6,375,921	5,163,094	6,155,719
November	6,750,395	6,125,536	4,982,406	6,125,435
December	6,019,206	5,490,506	4,442,157	5,457,420
January	5,319,959	4,726,458	3,456,447	4,619,542
February	5,542,368	4,398,054	3,330,127	4,195,258
March	4,507,516	4,006,630	2,978,456	3,962,956
April	3,981,586	3,672,213	2,307,336	3,032,763
May	3,175,754	2,942,571	1,822,010	
June	235,314	2,327,226	1,361,688	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

4. NET CURRENT ASSETS



Current Ratio

This ratio is a modified commercial ratio designed to focus on the liquidity position of local government that has arisen from past year's transactions.

A ratio of less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

Current Ratio =

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

	2015/16	2016/17	2016/17	2018/19
July	3.19	3.01	3.16	1.37
August	7.38	7.68	2.11	1.33
September	6.71	3.07	6.87	5.44
October	5.44	5.65	5.43	4.64
November	5.86	5.34	4.56	5.82
December	5.98	4.59	5.38	4.79
January	6.98	4.88	3.32	3.84
February	4.07	4.80	3.74	3.32
March	4.14	3.88	3.58	3.73
April	3.86	3.59	2.70	2.65
May	2.84	2.66	2.55	
June	1.08	2.85	1.75	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

5. VARIANCE ANALYSIS

The Local Government (Financial Management) Regulations 1996, require a variance analysis between budget year-to-date and actual results to be conducted monthly and reported to Council.

Council has determined that a materiality threshold of \$5,000 will apply for reporting purposes. That is all variances greater than \$5,000 will be reported to Council. Any variance less than \$5,000 will not be reported Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

A table showing material variances, as at 30th April 2019 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

The variance analysis shows a number of variances with a comment of 'budget timing variation'. The variances are temporary in nature and relate to the timing of income or expenditure when compared to the projected year to date budget results. Essentially this is a variance in projected cashflow when actual results are compared to budget results.

Unless otherwise indicated in the schedule and these notes, all budget timing variations are expected to be resolved as the financial year proceeds.

General Purpose Funding

The investment income variance relates to the timing of rate funding received and amounts available to invest.

The general purpose grant variance relates to a reduction in funding received due to a reduction in the notional grant allocation - this is a permanent variation.

All other variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Governance

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Variance relating to the purchase of CEO and Mgr Corporate Services vehicles will be resolved May/June 19.

Law, Order and Public Safety

Variances primarily relate to fire control expenditure, ESL operating expenses and Bushfire mitigation works. ESL operating expenditure will exceed the budget by approx. \$100k - Council will seek extra funding from DFES. The Shire has also received an insurance refund of approx. \$13.5 due to a review of brigade membership numbers.

Health

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Education and Welfare

Material variances reported within this program principally relate to the operation of Council's Frail Aged Lodge. These activities are essentially self balancing items as any surplus or deficit is carried to Council's Aged Housing Reserve fund. Any variances identified will resolve as the financial year proceeds.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

5. VARIANCE ANALYSIS

Community Amenities

Normal operation variances are reported for waste management services and are generally temporary in nature.

All other variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Recreation and Culture

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Transport

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only. These variances relate to the timing of the road construction and maintenance program. Road maintenance is generally higher in the beginning of the financial year until the focus switches to capital works.

Economic Services

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Public Works Overheads

A number of variances have been reported within public works overheads which are expected to resolve as the year proceeds.

Wages and salaries expenditure is approx. \$358k over the year to date budget. This is due, in part, to the timing of payroll periods and adjustments to employee entitlements to be processed 30th June 2019.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

6. ASSET ACQUISITION

Acquisition of assets are capitalised in accordance with Australian Accounting Standard 21.

ASSETS ACQUIRED BY TYPE

	2018/19	
	Amended Budget \$	Actual \$
Land & Buildings	1,555,974	377,707
Plant & Equipment	601,275	183,273
Furniture & Equipment	32,000	13,440
Infrastructure Assets - Roads	2,205,121	1,928,735
Infrastructure Assets - Other	1,257,752	226,406
	5,652,122	2,729,561

6. ASSET ACQUISITION

ASSETS ACQUIRED BY PROGRAM

	2018/19	
	Amended Budget \$	Actual \$
Governance	129,664	17,904
Law, Order & Public Safety	205,069	76,527
Health	22,275	-
Education and Welfare	1,052,432	173,838
Housing	-	-
Community Amenities	43,413	5,559
Recreation & Culture	417,550	206,497
Transport	3,741,219	2,236,925
Economic Services	40,500	12,311
	5,652,122	2,729,561

Note: Full details of Assets acquired or constructed are shown in Appendix A of the report.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2019

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2018/19	
	Budget \$	Actual \$
Proceeds of Sale of Assets		
Land	420,000	0
Buildings		0
Furniture & Equipment		0
Plant & Equipment	177,190	48,414
Infrastructure Assets	0	0
	597,190	48,414
Less Written Down Value at Disposal	428,152	61,683
Profit/(Loss) on Disposal	169,038	(13,270)

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2018/19	
	Budget \$	Actual \$
Governance	(7,524)	0
Law, Order & Public Safety	(8,690)	(7,503)
Education & Welfare	0	0
Health	(8,472)	0
Housing	0	0
Community Amenities	(11,650)	0
Recreation & Culture	0	0
Transport	(62,300)	(5,767)
Economic Services	267,674	0
	169,038	(13,270)

Note: Full details of Assets sold/disposed are shown in Appendix B of the report.

8. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 30th April 2019 is \$210,593.03.

SHIRE OF DONNYBROOK / BALINGUP
YTD BUDGET FIGURES
For the Period ended 30th April 2019

APPENDIX 7 Details of Capital Works Program - 2018/19

Ledger Account	Proposed Works	2018/19 Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Shire Admin Centre. Design, Costing etc	100,000	0		0				
105640	Replace Air Conditioners in Shire Office	8,000	0		0				
105640	Install Air Conditioning in Council Chambers	15,000	15,000		15,000				
105640	Establish Wireless Access Points in Shire Office	5,000	6,413		6,413				
105640	Additional Records Storage Solution	5,000	0		0				
105540	Replace Toyota Prado - DB5	55,688	55,688			55,688			
105540	Replace Hyundai Santa Fe - DB007	45,563	28,692			28,692			
105840	Misc IT Hardware inc. new Switches & Wifi	7,000	7,000				7,000		
105840	Replacement of Shire Office Telephone System	30,000	0				0		
		<u>271,251</u>	<u>112,793</u>	0	21,413	84,380	7,000	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103840	Beelerup Fire Station 1x Appliance Bay Facility & Amenities	389,636	163,055		163,055				
103840	Lowden BFB Modifications - Training/Meeting Room	19,635	0		0				
103840	Mumballup BFB - 4500lt Water Tank	6,904	0		0				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room & Kitchen	108,000	0		0				
Animal Control									
108840	Replace Mitsubishi Triton Ute - OB92	40,000	40,423			40,423			
108840	Dog Lifter for DB92	4,000	0			0			
Other Law, Order & Public Safety									
112240	CCTV Cameras Donnybrook CBD	1,592	1,592						1,592
		<u>569,767</u>	<u>205,070</u>	0	163,055	40,423	0	0	1,592
HEALTH									
Health Inspection and Administration									
114540	Replace EHO's Vehicle (DB252)	22,275	22,275			22,275			
		<u>22,275</u>	<u>22,275</u>	0	0	22,275	0	0.00	0.00
EDUCATION AND WELFARE									
Other Welfare									
116840	Tuia Lodge - Furniture & Equipment	25,000	18,750				18,750		
173840	Tuia Lodge Fire Suppression System	500,000	455,832		455,832				
173840	Tuia Lodge Various Building Upgrades	105,000	0		0				
180940	Minninup Cottages Unit 1 - Replace Kitchen	20,000	20,000		20,000				
180940	Minninup Cottages Unit 2 - Total Renovation	45,000	45,000		45,000				
180940	Minninup Cottages Unit 3 - Renovate Bathroom	15,000	15,000		15,000				
180940	Minninup Cottages Unit 5 - Replace Kitchen	20,000	20,000		20,000				
180940	Minninup Cottages Unit 6 - Replace Kitchen	20,000	20,000		20,000				
180940	Minninup Cottages Unit 6 - Replace Bathroom	15,000	13,462		13,462				
180940	Minninup Cottages Unit 7 - Replace Stove	2,000	0		0				
180940	Minninup Cottages Unit 8 - Replace Kitchen	20,000	0		0				
180940	Minninup Cottages Unit 10 - Replace Oven	2,000	0		0				
EDUCATION AND WELFARE									
Other Welfare									
180940	Minninup Cottages Unit 11 - Replace Oven	2,000	0		0				
180940	Minninup Cottages Unit 12 - Replace Oven & O/H Cupboards	4,000	0		0				
180940	Langley Villas Unit 1, 2 & 6 - Replace Ovens	5,100	0		0				
180940	Langley Villas Unit 5 - Concrete Entrance	1,500	0		0				

SHIRE OF DONNYBROOK / BALINGUP
YTD BUDGET FIGURES
For the Period ended 30th April 2019

APPENDIX 7 Details of Capital Works Program - 2018/19

Ledger Account	Proposed Works	2018/19 Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
147140	Preston Village - Completion of Roofing Works	5,000	0		0				
147140	Preston Village - Address Efflorescence in Units	5,000	0		0				
147140	Preston Village - Exterior Painting of Units	6,000	0		0				
147140	Preston Village - Repair Water Damaged Eaves	250	0		0				
147140	Construction of Units 14 to 17	900,000	0		0				
181040	Affordable Housing Project - Siteworks / Land Remediation	250,000	150,000	0	150,000				
181040	Affordable Housing Project - Building Construction	1,475,000	0		0				
		3,442,850	758,044.00	0.00	739,294.00	0.00	18,750.00	0.00	0.00
COMMUNITY AMENITIES									
Town Planning & Regional Development									
122740	Principal Planner Vehicle - DB463	33,413	33,413			33,413			
Other Community Ammenities									
109640	Donnybrook Cemetery Internal Roads	10,000	10,000.00						10,000.00
		43,413	43,413	0	0	33,413	0	0	10,000
RECREATION AND CULTURE									
Public Halls									
125840	Balingup Hall - Asset Preservation Works	200,000	166,670.00		166,670.00				
125840	Balingup Hall - Install Air Conditioner in Phyto Room	2,500	2,500.00		2,500.00				
Other Recreation and Sport									
172940	Dbk Rec Centre - Install Safety Railing in Pool	3,920	3,920		3,920				
172940	Dbk Rec Centre - Install New Pool Blanket	36,063	38,163		38,163				
172940	Dbk Rec Centre - Replace 2 x Domestic Heath Pumps	8,352	8,352		8,352				
172940	Dbk Rec Centre - Resurface Stadium Floor	44,440	44,440		44,440				
172940	Dbk Rec Centre - Pool Filter Upgrades	7,500	7,500		7,500				
172940	Dbk Rec Centre - Upgrade Plant Room Electrical Controls	15,500	15,500		15,500				
172940	Dbk Rec Centre - Install Smoke Alarms in Gym	1,000	1,000		1,000				
172940	Dbk Rec centre - Foyer Lounge Suite & Coffee Table	1,200	1,200		1,200				
172940	Dbk Rec Centre - Indoor Pool, Replace Aluminium Flashing	1,000	1,000		1,000				
172940	Dbk Rec Centre - Upgrade Pool Changerooms	3,000	3,000		3,000				
172940	Dbk Rec Centre - Repair Damaged Pool Concourse	3,500	3,500		3,500				
107140	Balingup Skatepark Equipment - Asset Renewal	5,000	5,481						5,481
126820	Playground Equipment - Various Locations	16,700	10,000						10,000
128640	RSL Memorial Hall	0	5,424						5,424
106940	Apple Funpark - Ongoing Equipment Replacement	20,000	0						0
106940	Apple Funpark - Renewal Planning	30,000	5,000						5,000
180540	Indigenous Sculpture park - Lighting & Interpretative	10,000	10,000						10,000
111840	Replace Shire Owned Streetlights in Dbk CBD	7,500	10,850						10,850
182140	Park & Gardens Infrastructure Donnybrook	5,000	5,000						5,000
RECREATION AND CULTURE									
Libraries									
130440	Dbk Community Library - Planning for upgrade	2,000	1,670.00		1,670.00				
110840	Balingup Library - Computer W/Station	1,500	1,500.00		1,500.00				
Other Culture									
110940	Donnybrook Town Centre Revitalisation	200,000	22,220.00						22,220.00
		625,675	373,890	0	299,915	0	0	0	73,975
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	2,870,000	1,035,768.00						1,035,768.00
132100	Roadworks Construction - General	530,000	513,237.00					513,237.00	

SHIRE OF DONNYBROOK / BALINGUP
YTD BUDGET FIGURES
For the Period ended 30th April 2019

APPENDIX 7 **Details of Capital Works Program - 2018/19**

Ledger Account	Proposed Works	2018/19 Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
132600	Regional Road Group Projects	630,000	686,899.00					686,899.00	
133000	Roads to Recovery Program	685,000	689,271.00					689,271.00	
133300	Blackspot Projects	149,841	149,840.00					149,840.00	
133400	Commodity Route Projects	0	0.00					0.00	
132400	Footpath Construction Program	95,000	96,417.00						96,417.00
Road Plant Purchases									
135540	Replace Hino Truck - DB4170	202,500	202,500			202,500			
135540	Replace Kubota Tractor - DB4806	70,875	70,875			70,875			
135540	Replace Mitsubishi Pajero - DB2222	45,563	45,563			45,563			
135540	Replace Kubota Mower - DB606	32,400	30,572			30,572			
135540	Replace Steel Flatbed Trailer - DB6232	6,000	0			0			
135540	New Vehicle - Exec. Manager Operations	46,575	0			0			
135540	Sundry Small Plant (to be determined by MSW)	15,500	0			0			
		5,379,254	3,520,942	0	0	349,510	0	2,039,247	1,132,185
ECONOMIC SERVICES									
Tourism and Area Promotion									
102940	Transit Park Donnybrook - Install Additional Powered Sites	10,000	10,000.00						10,000.00
173120	Develop Visitor & Tourism Infrastructure	20,000	15,000.00						15,000.00
Building Control									
143140	Land Acquisitions	0	10,500.00	10,500.00					
		30,000.0	35,500.0	10,500.0	0.0	0.0	0.0	0.0	25,000.0
TOTAL CAPITAL EXPENDITURE		10,384,485	5,071,927	10,500	1,223,677	530,001	25,750	2,039,247	1,242,752

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2019

Appendix B Asset Disposal Schedule - 2018/19

Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
GOVERNANCE								
General Administration								
61248	Toyota Prado - DB5	Plant & Equipment	35,438	30,000	5,438	-	-	-
61246	Hyundai Santa Fe - DB007	Plant & Equipment	23,288	36,250	(12,962)	-	-	-
			<u>58,726</u>	<u>66,250</u>	<u>(7,524)</u>	<u>-</u>	<u>-</u>	<u>-</u>
LAW, ORDER, PUBLIC SAFETY								
Animal Control								
61256	Mitsubishi Triton Ute - DB92	Plant & Equipment	15,188	23,878	(8,690)	16,364	23,866	(7,503)
			<u>15,188</u>	<u>23,878</u>	<u>(8,690)</u>	<u>16,364</u>	<u>23,866</u>	<u>(7,503)</u>
HEALTH								
Health Inspection and Administration								
61261	Toyota Corolla - Db252	Plant & Equipment	7,088	15,560	(8,472)	-	-	-
			<u>7,088</u>	<u>15,560</u>	<u>(8,472)</u>	<u>-</u>	<u>-</u>	<u>-</u>
COMMUNITY AMENITIES								
Town Planning & Regional Development								
61249	Hyundai IX35 - DB463	Plant & Equipment	8,100	19,750	(11,650)	-	-	-
			<u>8,100</u>	<u>19,750</u>	<u>(11,650)</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSPORT								
Road Plant Purchases								
61184	Hino 700 Series Truck - DB4170	Plant and Equipment	34,425	77,500	(43,075)	-	-	-
60707	Kubota M7040 Tractor - DB4806	Plant and Equipment	20,250	12,000	8,250	25,000	11,994	13,006
61242	Kubota Mower - DB606	Plant and Equipment	-	-	-	7,050	25,823	(18,773)
61259	Mitsubishi Pajero - DB222	Plant and Equipment	23,288	34,888	(11,600)	-	-	-
61242	Kobota- DB606	Plant and Equipment	10,125	26,000	(15,875)	-	-	-
			<u>88,088</u>	<u>150,388</u>	<u>(62,300)</u>	<u>32,050</u>	<u>37,817</u>	<u>(5,767)</u>
ECONOMIC SERVICES								
Other Economic Services								
10140	Mead Street Subdivision	Land	420,000	152,326	267,674	-	-	-
			<u>420,000</u>	<u>152,326</u>	<u>267,674</u>	<u>-</u>	<u>-</u>	<u>-</u>
			<u>597,190</u>	<u>428,152</u>	<u>169,038</u>	<u>48,414</u>	<u>61,683</u>	<u>(13,270)</u>

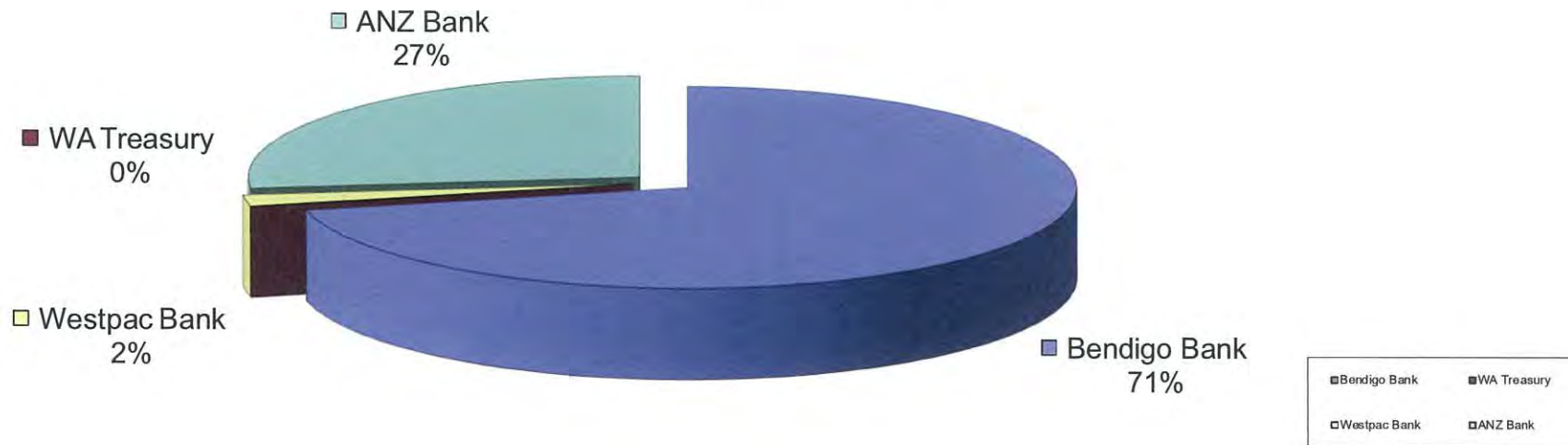
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 30th April 2019

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$791,749.28	\$1,755,787.20	-\$1,021,486.39	\$1,526,050.09
	Bendigo 2803185	2.25%	17-May-2019	\$504,136.98	\$0.00	\$0.00	\$504,136.98
	Bendigo 2803188	2.55%	16-Apr-2019	\$1,003,593.15	\$6,351.76	-\$1,009,944.91	\$0.00
	Bendigo 2803189	2.55%	15-May-2019	\$1,012,715.07	\$0.00	\$0.00	\$1,012,715.07
	ANZ Bank 9106-40138	2.10%	18-May-2019	\$500,000.00	\$0.00	\$0.00	\$500,000.00
	WA Treasury - General	1.45%	At Call	\$14,357.20	\$0.00	\$0.00	\$14,357.20
				\$3,826,551.68	\$1,762,138.96	-\$2,031,431.30	\$3,557,259.34
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$124,653.49	\$207,659.61	-\$7,674.99	\$324,638.11
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$6,459.87	\$137,333.25	-\$138,153.03	\$5,640.09
				\$131,113.36	\$344,992.86	-\$145,828.02	\$330,278.20
Roadworks Bonds	Westpac A/c: 17-3083	2.00%	28-May-2019	\$17,198.84	\$0.00	\$0.00	\$17,198.84
Tuia Lodge Accommodation Bonds	Bendigo A/c: 706110	2.25%	1-May-2019	\$1,359,121.98	\$0.00	\$0.00	\$1,359,121.98
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88978	2.25%	15-May-2019	\$3,541,217.88	\$0.00	\$0.00	\$3,541,217.88
Extractive Industry Licence	Westpac A/c: 57-8390	2.40%	28-May-2019	\$110,557.67	\$0.00	\$0.00	\$110,557.67
Miscellaneous Investments	Westpac A/c: 57-8403	2.00%	28-May-2019	\$67,137.42	\$0.00	\$0.00	\$67,137.42
Donnybrook Balingup Aged Homes	Bendigo A/c: 2915923	2.50%	14-Jun-2019	\$264,774.97	\$0.00	\$0.00	\$264,774.97
Public Open Space Contributions	Westpac A/c: 57-8411	2.00%	28-May-2019	\$75,699.80	\$0.00	\$0.00	\$75,699.80
				\$5,435,708.56	\$0.00	\$0.00	\$5,435,708.56
FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Aged Housing Reserve	ANZ A/c: 9732-82219	2.30%	31-May-2019	\$1,323,280.70	\$0.00	\$0.00	\$1,323,280.70
Waste Management Reserve	ANZ A/c: 9732-82198	2.30%	31-May-2019	\$1,372,381.34	\$0.00	\$0.00	\$1,372,381.34
Buildings	ANZ A/c: 9732-82235	2.30%	31-May-2019	\$690,445.68	\$0.00	\$0.00	\$690,445.68
Land	ANZ A/c: 9732-82235	2.30%	31-May-2019	\$223,548.09	\$0.00	\$0.00	\$223,548.09
Valuation Reserve	Bendigo A/c: 2915919	2.50%	14-Jun-2019	\$61,328.08	\$0.00	\$0.00	\$61,328.08
Employee Leave & Gratuity Reserve	Bendigo A/c: 2915919	2.50%	14-Jun-2019	\$254,668.30	\$0.00	\$0.00	\$254,668.30
Building Maintenance Reserve	Bendigo A/c: 2915919	2.50%	14-Jun-2019	\$238,591.79	\$0.00	\$0.00	\$238,591.79
Roadworks Reserve Account	Bendigo A/c: 2915914	2.50%	14-Jun-2019	\$1,119,063.10	\$0.00	\$0.00	\$1,119,063.10
CBD Development Reserve	Bendigo A/c: 2915914	2.50%	14-Jun-2019	\$3,072.48	\$0.00	\$0.00	\$3,072.48
Bushfire Control & Management Reserve	Bendigo A/c: 2915921	2.50%	14-Jun-2019	\$2,296.07	\$0.00	\$0.00	\$2,296.07
Arbuthnott Reserve	Bendigo A/c: 2915921	2.50%	14-Jun-2019	\$3,707.51	\$0.00	\$0.00	\$3,707.51
Electronic Equipment Replacement Fund	Bendigo A/c: 2915921	2.50%	14-Jun-2019	\$127,483.89	\$0.00	\$0.00	\$127,483.89
Langley Villas & Minn Cottis Contingency Account	Bendigo A/c: 2915921	2.50%	14-Jun-2019	\$11,522.82	\$0.00	\$0.00	\$11,522.82
Town Planning Reserve	Bendigo A/c: 2915921	2.50%	14-Jun-2019	\$40,299.59	\$0.00	\$0.00	\$40,299.59
Plant Replacement Reserve	Bendigo A/c: 2915921	2.50%	14-Jun-2019	\$397,747.03	\$0.00	\$0.00	\$397,747.03
Apple Fun Park Reserve	Bendigo A/c: 2915921	2.50%	14-Jun-2019	\$103,450.98	\$0.00	\$0.00	\$103,450.98
				\$5,997,887.45	\$0.00	\$0.00	\$5,997,887.45
TOTAL CASH & INVESTMENTS				\$15,391,261.05	\$2,107,131.82	-\$2,177,259.32	\$15,321,133.55

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$10,926,526.81	71.32%	75%	A -2
WA Treasury	\$14,357.20	0.09%	100%	AAA
Westpac Bank	\$270,593.73	1.77%	100%	A -1+
ANZ Bank	\$4,109,655.81	26.82%	100%	A -1+
	\$15,321,133.55	100.00%		

Shire of Donnybrook - Balingup Investment Balances



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 30th April 2019**

MUNICIPAL FUND

Balance as per Bank Statements	1,524,293
Investments	2,031,226
Deposits not yet Credited	6,882
Less Outstanding Cheques	(3,804)
Receipts not yet processed	(2,034)
Outstanding Transfers from Reserve	12,981
Outstanding Transfers to Reserves	-
Outstanding Transfers to Trust	(10)
Outstanding Transfers from Trust	-
Cheques not Yet Processed	-
Credit Card Payments	1,510
Bank Adjustment	-
<i>Balance as per Cash At Bank Account</i>	<u>3,571,044</u>

PETTY CASH

Shire Petty Cash on Hand	300
Shire Till Float on Hand	300
Tuia Lodge Petty Cash on Hand	200
Tuia Lodge Resident Kitty Float	1,000
Rec Centre Till Float on Hand	200
Dbk Community Library	100
Balingup Library	60
<i>Balance as per Petty Cash Account</i>	<u>2,160</u>

TRUST FUNDS

Balance as per Bank Statements	330,279
Investments	5,435,709
Plus Deposits not yet Credited	8,535
Less Outstanding Cheques	(990)
Less DOT EFT payment	(16,490)
Bank Adjustment	11
Outstanding Transfers	-
<i>Balance as per Cash At Bank Account</i>	<u>5,757,055</u>

RESERVE FUND

Investments	5,972,887
<i>Balance as per Cash At Bank Account</i>	<u>5,972,887</u>

LONG TERM INVESTMENT

Bendigo Shares	25,000
<i>Balance as per Cash At Bank Account</i>	<u>25,000</u>

TOTAL BALANCE CASH AT BANK	<u>15,328,146</u>
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SHIRE OF DONNYBROOK-BALINGUP

Rates Collection Statistics as at 30th April 2019

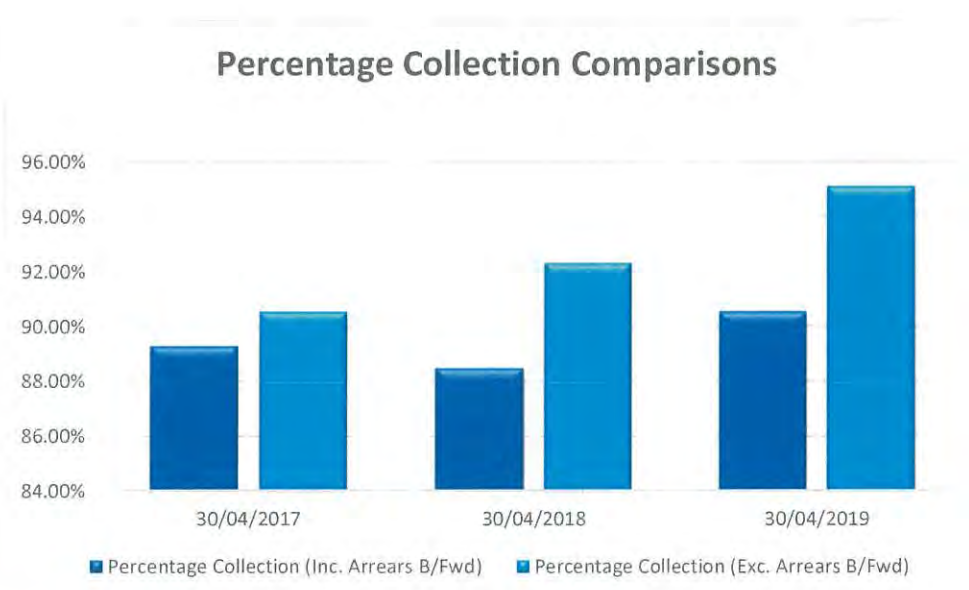
	Rates % Mar 19'	Movement in Apr '19	Rates % Apr '19
Arrears Brought Forward	369,683	-117,662	252,021
Billing To Date	4,990,470	16,226	5,006,696
	5,360,153	-101,436	5,258,717
Less Received To Date	4,751,510	9,372	4,760,882
Balance Owed	608,643	-110,807	497,835
Percentage Collection (Including Arrears B/Fwd)	88.65%	1.89%	90.53%
Percentage Collection (On 18/19)	0.00%	95.09%	95.09%

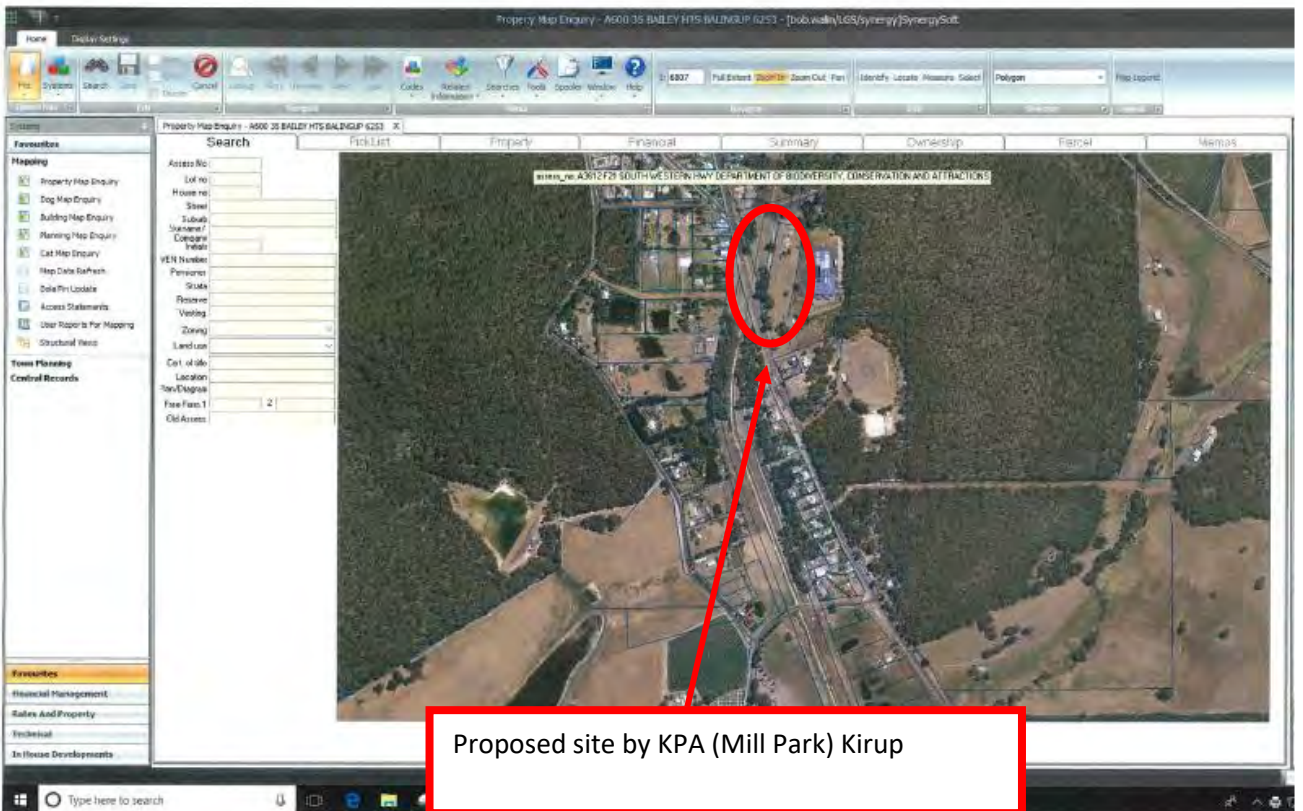
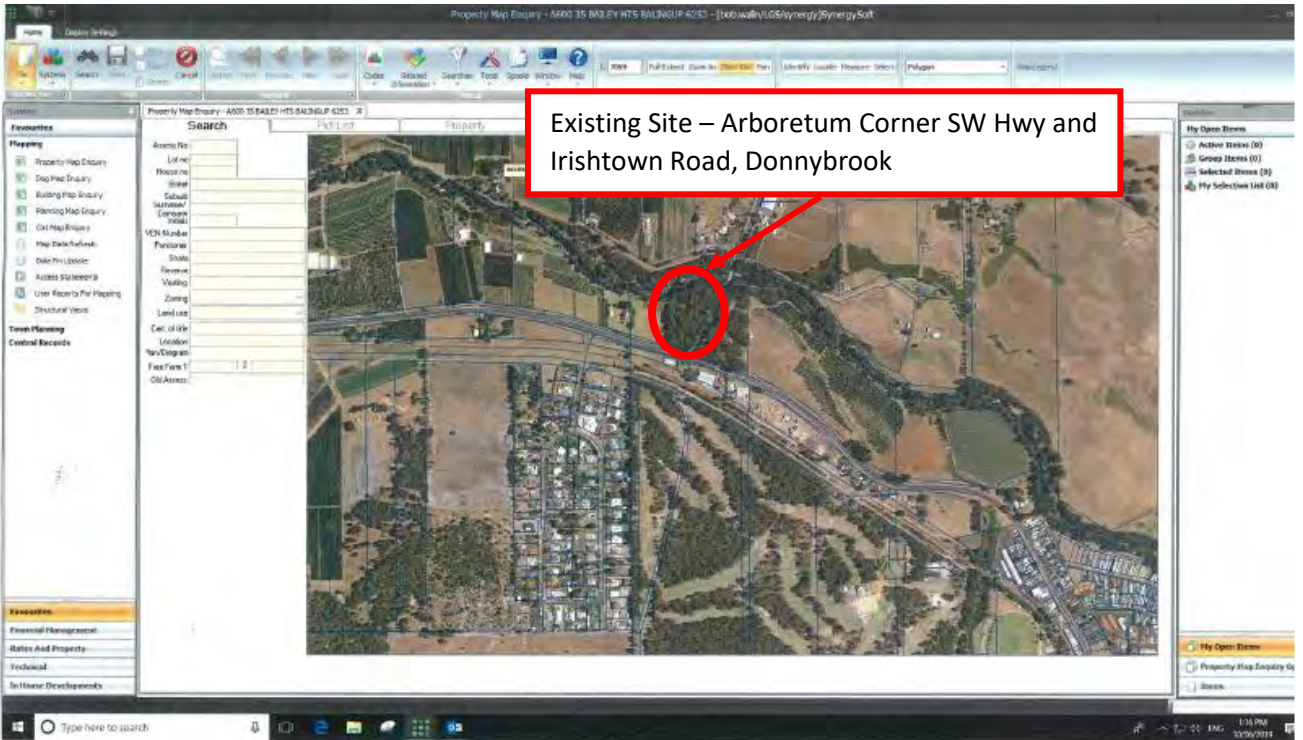
Note: Rates equating to approx 2.5% are not immediately collectable, being validly deferred under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 30th April 2019

	30/04/2017	30/04/2018	30/04/2019
Arrears Brought Forward	61,835	201,293	252,021
Billing To Date	4,412,740	4,662,769	5,006,696
Total Raised Inc. Arrears	4,474,575	4,864,062	5,258,717
Less Received To Date	3,994,922	4,303,272	4,760,882
Balance Owed	479,653	560,790	497,835
Percentage Collection (Inc. Arrears B/Fwd)	89.28%	88.47%	90.53%
Percentage Collection (Exc. Arrears B/Fwd)	90.53%	92.29%	95.09%





**Proposal to relocate Milling equipment
from the Donnybrook arboretum
to Mill Park Kirup**

**Kirup Progress Association
Comment**

The Kirup Progress Association Inc. through a "working group" has presented a concept proposal to the Donnybrook- Balingup Shire involving the establishment of a heritage focused community friendly park recognising the significance of timber milling to the area.

The concept is focused on old milling equipment relevant to those days of cutting timber for export and early construction and Kirup life in those days.

The importance of the static steam engine and whim from the arboretum can not be understated. Those pieces would form the central focus for the Mill Park Development, taking pride of place where timber milling was the life and blood of the district

Part of the onsite presentation will be nostalgic photographs of the era 1898 – early 2000s, showing life as it was in the days "when house were brown and white" portrayed by Michelle Lathwell in her 2001 book about Kirup.

When fully established the Kirup Heritage Mill Park will become an attraction for travellers seeking greater understanding of life in the past at Kirup and timber milling in the past. This will be another salute to our hard working ancestors over 100 years ago.

Benefits of relocating equipment to Mill Park.

- Present appropriate heritage items in a location solely devoted to timber milling – arboretum items would do that.
- Recognise the significance of the items to those pioneers of the past along with numerous similar exhibits.
- Displaying of the equipment in a high profile location compared with the current low key site.
- The new location would be substantially more visible than at present, with close proximity to three thriving Kirup businesses and their clientele.
- The equipment would remain in the shire, sited on council land with access for every one.
- The KPA inc. and Kirup community overwhelmingly have embraced the Mill Park concept, fully endorsing the action plan going forward. In endorsing the concept, Kirup has a vested interest in maintaining the surrounds and facilities of the newly developed Mill Park

**Chris Bilsby
President – Kirup Progress Association Inc.**



SCHEDULE OF SUBMISSIONS – Relocation of equipment from Donnybrook Arboretum site to Mill Park, Kirup

First round of Public Advertising

No	Name & Address	Summary of Submission	Comments
1	G Smirtherman Lot 152 SW Hwy, Kirup	Believes moving milling equipment to Kirup would be a very good idea on the basis that: <ul style="list-style-type: none"> • Kirup was a substantial mill town; • There is no memorabilia to show its history • Donnybrook has the fun park, other settlements would like to have their own attractions. 	Noted. Noted. Noted. Noted.
2	Mr and Mrs Tuia 57 Castle Street, Kirup	Advises that as a rate payer, president and member of the Kirup Progress Association advises that: <ul style="list-style-type: none"> • Requests support from the Shire; • The equipment could be properly restored and displayed for locals and visitors to enjoy • Will create a benefit for local businesses 	Noted. Noted. Noted.
3	Roger Foster Principal Kirup Primary School	<ul style="list-style-type: none"> • Supports the effort to relocate equipment. • Advises that it would be a wonderful opportunity for the students and residents of Kirup to be able to reflect on their timber heritage. 	Noted. Noted.

4	<p>Wendy Betti and Family</p> <p>Robyn Roberts and Family</p>	<p>Advises that:</p> <ul style="list-style-type: none"> • Family grew up in Donnybrook and do not like to see our town losing its history. • Father (Ray Bode) was an inaugural member of the Rotary Club in Donnybrook for many years as well as the President of the club. He was involved with this park which was put there to commemorate the opening of the Rotary Spot Mill during the year of WA's 150th Anniversary in 1979. • The Gold Mine shaft is also a symbol of the Donnybrook Goldfields between 1898 and 1902. Donnybrook Apex Club was also involved in this project. • Rotary and Apex in Donnybrook have folded as there is no one to carry on with the upkeep. • It has to be looked at as history to the town and therefore be kept in Donnybrook • The site could be made a lovely area for travellers to stop off with their caravans etc, but it needs some work to be make it more attractive. The trees are lovely for shade for visitors as there is little shade and parking in town. • Thought needs to be given to keeping our history in Donnybrook where it should be. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
5	<p>Kirup Progress Association</p>	<p>The following points are cold hard facts that support the relocation proposal:</p> <ul style="list-style-type: none"> • <u>Economic factors</u> – Kirup in a commercial sense is struggling to remain viable, with one business closed in the past year and two of the remaining three for sale. 	<p>Noted.</p>

		<ul style="list-style-type: none"> • Mill development will serve as a powerful incentive to attract tourists/travellers to stay for a while and use businesses. • The current location serves no benefit to the commercial businesses in Donnybrook. There is no obvious reason for Milling memorabilia to be housed in Donnybrook when in the context of timber milling – Kirup is the obvious natural location for these assets. • <u>Historical Considerations</u>. The historical links to Kirup are in favour of Kirup. While there are many spot mills along the Darling Range escarpment, Kirup mill was a permanent operation supporting a complete community. The next most significant Milling heritage display is at Manjimup which is not on the SW Hwy. • <u>Social Influences</u> – The current location has no impact on the community. The site is neglected and the equipment is falling into serious disrepair. There are no tourist friendly facilities in the arboretum and no signage. • The Kirup proposal will become the centre of the community with working bees melding into social interaction building a stronger more cohesive community, bringing the whole community together – not just the KPA members. • <u>Sustainability</u> – in the current location, the equipment will eventually disintegrate due to lack of maintenance and be lost. There is no group or organisation responsible for these historical assets. In Kirup, the equipment will be valued by a community invested in the Mill Park project. 	<p>Noted. The proposed site is visible and has a direct relationship to the town.</p> <p>Noted, however it is understood there was historically a timber mill in the Irishtown locality.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
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6	Philippa and Kate Ahrens	<ul style="list-style-type: none"> • Supports the relocation as there is a dedicated team to maintain it and it would enhance the heritage mill park to the advantage of business through tourism. We are both active energetic members of the KPA for 12 years. • 	Noted.
7	Lisa Read 15 Yelverton Street, Donnybrook	<ul style="list-style-type: none"> • Supports the relocation. Believe it will be a very appropriate move, befitting of the relics and suiting the purpose of the Mill Park. • The proposed new location can better display the heritage of our region, rather than be hidden away and largely forgotten. 	Noted. Noted.
8	Ron Rees and Louisa Warburton-Rees	<ul style="list-style-type: none"> • Supports the new location. • Recently moved to Kirup. It is obvious that Kirup is struggling commercially. This project, with its dedicated individuals is much in favour with the community • The relevance of the equipment to Kirup is clear. Historically, Kirup is a milling town. The mill produced timber for export through Bunbury, sleepers for the Menzies Leonora Railway, the NZ government, South Africa, NSW railways and for harbour works at Fremantle. • Donnybrook's history is seated in gold discoveries and more recently with apples. • The equipment is now somewhat out of place, poorly maintained and unused. • The Kirup proposal would place the equipment to form a centre piece that would be highly visible with excellent access to a picnic area, skate park and parking. • The display would be maintained and provide significant momentum to assist with sourcing and installation of more milling equipment. 	Noted. Noted. Noted. Noted. Noted.

		<ul style="list-style-type: none"> The Kirup community looks forward to a positive outcome for relocation of the equipment. 	Noted.
9	Rod Atherton	<p>Do not agree with the removal of milling equipment on the grounds that:</p> <ul style="list-style-type: none"> The area contains a splendid array of many species of timber trees planted many years ago for future reference The early days of donnybrook's existence relied heavily on the timber industry The equipment current at the site is a good opening reference to the history of our town and should be added to for tourist information. As a past member of the donnybrook Apex club during the 1960/70 and 80s, many clean ups of the area were undertaken to maintain the area for posterity. With the current emphasis on tourism to boost the local district, it is a good time to inject more time and effort into improving the appeal of the reserve. Prominent signage on SW Hwy would direct tourists to the area and view the arboretums uniqueness while contemplating other destinations to visit 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

10	Newy's Vege Patch, Lady Marmalade and Kirup Tavern	<ul style="list-style-type: none"> • Fully support the proposal. • Welcome the proposed development to attract tourists and travellers as it will increase foot traffic. The proposal will go a long way to secure the future of our businesses and the long term viability of the Kirup community. • Hopes the Shire will see the merit in the proposal for a community under pressure from surrounding attractions/towns. Congratulate the KPA in their vision for Kirup and show of support for everyone in Kirup. 	<p>Noted.</p> <p>Noted.</p>
11	Judy Fitzgerald	<ul style="list-style-type: none"> • Lived in Kirup for 73 years and have been involved with the Forest Department. Father was the Chief Timber Inspector for WA and the local sawmill. • The old equipment from the arboretum would be effect as it would stay in the Shire and be a wonderful centre piece. • Any elderly person from the Apex and Rotary Clubs could be invited to a ceremony with morning tea to view the machinery that will be well looked after. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
12	Ms June Scott Local Resident	<p>Provides background historical context of the site and Irishtown locality including:</p> <ul style="list-style-type: none"> • Settlement of Irishtown; • Location of the earliest timber mill (corner Nash and Irishtown Roads) followed by other mills in the locality; • background on Argyle being established as a timber township; • the establishment in 1920 or the Arboreta which was part of a chain of "Sister Arboreta" planted as trials for use of species for sustainable time forest. <p>Outlines objection to the proposed relocation on the grounds that:</p>	<p>Noted.</p>

		<ul style="list-style-type: none"> • it will prejudice Irishtown; • currently provides recognition of the heritage and history; • acknowledges Irish history; • limits the advancement of diversification of Irishtown; • State Heritage Listing; • Campaign for land rights of industrial buffering of 16km by 5km.; • Acknowledging the developers investment in Irishtown Heights and other locations nearby; • The working life of the stationary steam traction engine is available and will be provided at a future date to support retention. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted. See above.</p> <p>The basis of this is unclear as officers are not aware of the site being listed on the State Heritage Register.</p> <p>It is unclear what this comment is referring to.</p> <p>Noted, however it is not clear what the relationship is between the development of rural residential estates and the equipment.</p> <p>Noted.</p>
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SCHEDULE OF SUBMISSIONS – Relocation of equipment from Donnybrook Arboretum site to Mill Park, Kirup

Second round of advertising

No	Name & Address	Summary of Submission	Comments
1	Mick and Yvonne Zwart 40 SW Hwy, Kirup	<ul style="list-style-type: none"> • Totally support KPA’s proposal to establish a “Heritage Mill Park” including a historical interpretive walk trail. • Yvonne was born in Kirup and lived here all her life. Mick has lived in Kirup since 1986 when transferred by the then Department of Conservation and Land Management • Believe an attraction on a major tourist transport route would be an attraction for not only Kirup by the Shire as a whole with Donnybrook having the “Fun Park” and Apple centre, Balingup has the Village Green and Kirup having a Heritage Timber Milling Precinct. • We believe the equipment could be safely and cost effectively transferred to Kirup and would fit with the long association that the town has had with the timber milling industry and forestry. • The site (Reserve 46896) was the site of two timber sawmills • 1905 to 1909 Millars Number 3 Mill • 1938-1990 including Lewis and Stirk (1938 to 1980) and Whittakers (1980-90). 	Noted. Noted. Noted. Consideration of relocation costs is addressed in the report. Noted. Noted. Noted.

		<ul style="list-style-type: none"> • There was also a sawmill at the southern end of the Kirup Townsite (1899-1909) • The Forests Department (now DBCA – Parks and Wildlife Service) established an office in Kirup in 1928 and it still exists today. 	Noted.
2	<p>Ms Christine Francis Kelly</p> <p>28 Washington Street, Victoria Park</p>	<ul style="list-style-type: none"> • Great Granddaughter of James Joseph Kelly (Kelly the Mug). • He not only planted the very first orchard in Donnybrook, but he was the Mill Manager of many places throughout SW of WA. He was the Mill Manager of Kirup and East Kirup and resided at the bungalow until his death in 1924. • His Donnybrook legacy is in both the hotels and the orchards that now existing, but this milling equipment should return home. • On behalf of the Kelly's we thank you for keeping this equipment in such memorable condition and ask on behalf of the past, present and future generations of our Kelly's to be able to take the next generation to Kirup and see his equipment where he carved out the entire Timber industry of this state. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
3	Adam Jones	<ul style="list-style-type: none"> • Writing to express disapproval of removing the old mill display at the entrance of Donnybrook. • I am a born and bred Donnybrook boy and a landowner in Irishtown. 	<p>Noted.</p> <p>Noted.</p>

		<ul style="list-style-type: none"> • The site is not only a place to educate my kids in the history of Donnybrook, but a great entry statement for tourists coming to the area. • The display and surrounding grounds should be restored and added too. • Upgrading may hopefully take visitors attention away from the not so attractive houses and buildings across the street. 	<p>Noted.</p> <p>Noted..</p> <p>Noted.</p>
4	<p>Mr Luigi Tuia, Mr John Wringe, Mr Tony Scaffidi Mr Joe Betti</p>	<ul style="list-style-type: none"> • Have a very firm belief that all machinery on the site should be retained and the site vastly improved; • This can be achieved by a complete revamp of the existing historic timber mill and gold mine. Further, a display of Donnybrook Stone would enhance the entrance; • Previously advised that the site was established by the Rotary Club of Donnybrook to commemorate the 150th year of the foundation of the settlement of Donnybrook, including the first gold diggings. This commemorates a very important milestone in the history of Donnybrook and is the reason we feel so strongly that everything should be retained on the present site; • Information on the timber industry in Donnybrook is provided by Alan Frost (former Shire President) in Green Gold. This book provides background on the arboretum. • We understand that the responsibility of maintaining the site was given to the Shire when the Rotary Club was disbanded. 	<p>Noted.</p> <p>Noted.</p> <p>Noted. The site was developed to commemorate the 150 year anniversary of European settlement in Western Australia.</p> <p>Noted.</p> <p>Noted.</p>

		<ul style="list-style-type: none"> We cannot understate the importance of this site, which with an upgrade and appropriate signage, would make an impressive entrance to the town. Respectfully ask that the sum of \$25000 be put aside in the 2019/2020 budget for this purpose. 	<p>Noted.</p> <p>Noted. Options to guide the future improvement of the site are provided in the report.</p>
5	Ms Danielle Nelson	<ul style="list-style-type: none"> Has concerns about moving the old equipment next to the Arboretum. Do not understand why it should be moved to Kirup when it belongs in Donnybrook. It's our history and it should be fixed up so tourist can enjoy it in our town. For too long we have given our history away and it's about time we kept some and preserved it for our children and their children to come to know the story of Donnybrook's milling history. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
6	Mr Bernie Dawson (Dawson Contracting)	<ul style="list-style-type: none"> Kirup townsite has a historic timber past and the concept of a park to acknowledge the historical presence of the jarrah timber industry should be enthusiastically pursued. However, concerned of the rumoured transferal of exhibits from the historic logging and sawmilling equipment that is displayed at the Donnybrook Arboretum. If correct, this will remove all evidence that Donnybrook was also a major player in the jarrah timber industry with sawmills being located at Argyle and Irishtown with the latter being known as the Preston Sawmill. Although the Argyle Sawmill closed many years ago, the Irishtown 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

		<p>Sawmill was still receiving and processing jarrah up until the mid 1970's employing locals such as the Bode, Howlett, Hickman, Marshall, Williams, Martindale and Dawson families to name a few.</p> <ul style="list-style-type: none"> • Most of these families are represented by descendants that still reside in the Donnybrook community and it would be a shame to lose this exhibit that reflects upon an era and its workforces that helped build this community. • The Kirup proposal should be supported but not at the expense of the Donnybrook community. The Kirup proposal should fully exhaust any alternative sources before considering the Donnybrook equipment. • The Friends of the Donnybrook Arboretum have approached community members to help with the preservation of the historical equipment and a commitment has been given by Dawson Contracting to donate resources where possible to enhance the exhibits located in Donnybrook. • I would suspect that further commitments have been made by other community members to help with the restoration. 	<p>Noted.</p> <p>Noted.</p> <p>Noted. It is appreciated that personal feeling and sentiment is backed by material commitment to the benefit of the community.</p> <p>Noted.</p>
7	Ms Linda and Mr Wayne Martindale Leschenaultia Circle, Donnybrook	<ul style="list-style-type: none"> • Against the removal of the mill from Irishtown and want it left where it is. 	<p>Noted.</p>

8	Ms Carol and Mr Tony Pegum (Kirup Kabins)	<ul style="list-style-type: none"> As long term ratepayers and now new owners of a small business in the area we are against the removal of any display that showcases our town's history. We need to attract as many visitors to the area as possible to keep the town viable, and history is one drawcard. 	<p>Noted.</p> <p>Noted.</p>
9	Mr Rod Atherton	<ul style="list-style-type: none"> Support retaining the milling equipment in Donnybrook by providing excerpts from the book "Green Gold", published in 1976. "Green Gold" is acknowledged as a reliably accurate record of the history of the Donnybrook district. Quotes from the book include: <p><i>"two or three small mills were established in the second half of nineteenth century, and as these necessitated tree fallers, log haulers and mill hands, an increasing population was being attracted to the district. It is fairly safe to say that the timber industry was mainly responsible for Donnybrook becoming a recognised and stable community in its formative years. Many of those originally engaged in the timber industry eventually took to agriculture as their livelihood"</i> (page 43).</p> <p><i>"Smith and Timms erected one of the first mills in the district- on the present Caravan Park site. This was taken over in 1894 by H.S Yelverton. Yelverton enlarged the mill to a capacity of fifteen loads a day to make it the first mill of any consequence in the Donnybrook District"</i> (page 43).</p> 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

		<ul style="list-style-type: none"> • Believes timber was the very first industry to form the foundation of the beginning of Donnybrook, so the historic milling equipment should be retained. 	Noted.
10	<p>Mr Don and Ms Roz Williams</p> <p>24A Bond Street, Donnybrook</p>	<ul style="list-style-type: none"> • Do not agree to moving the equipment to Kirup 	Noted.
11	Mr Jay Chapman	<ul style="list-style-type: none"> • Expresses opposition to the proposed moving of the equipment to Kirup; • This is taking from the proud history of Donnybrook and Irishtown; • This equipment has been there since as long as can be remembered and I am a member of the Chapman family – a family with a long history within logging and milling in the Preston Valley. • Donnybrook is constantly trying to draw the tourist crowd and has generally been doing a good job of it the past few years. Whenever I come home to visit my parents, I am continually amazed at the progress of our great little town. • Moving the town’s rich history away will ruin what good work has been done in the tourism area. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
12	<p>Ms Kath Mckerrow</p> <p>7 Allnutt Street, Donnybrook</p>	<ul style="list-style-type: none"> • Please leave the Old Mill display. It belongs to the heritage of our town. 	Noted.

13	Mr Brian Wickins	<ul style="list-style-type: none"> • Submits that the equipment not be moved to Kirup. • It is an important record of Donnybrook’s iconic history and a link to the forest and milling industries. • Feel the display should be maintained in Donnybrook – the regional centre of the Shire. • The display, at the entrance to the town, would benefit from a clean up and upgrading. • Would like the Shire to provide a firm commitment to maintain the milling display at its current site and then seek suggestions from the community for upgrading and improving the display as part of a promotion of Donnybrook. • The site is ideally located to provide another reason for visitors to our State to visit Donnybrook and not pass through on their way somewhere else. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
14	Ms Grace Trivet	<ul style="list-style-type: none"> • Should not move the equipment to Kirup as it has been part of the town for a very long time. Taking something away that showcases our town is not what is best for this town. • It could be a beautiful place if some tlc was put into it as it does attract people to take photos and even sometimes camp overnight. • Keep it in Donnybrook where it belongs. 	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p>

15	Kirup Progress Association	<p>Further to previous comments, the KPA is pleased to provide additional information and reiterate interest in the relocation of the milling equipment. There are two underlying drivers for the proposal, both benefit the community.</p> <ul style="list-style-type: none"> • The equipment is currently in poor condition and derelict. The proposed relocation will allow the equipment to be revitalised and placed in a position where the public can appreciate its significance to the heritage of the area. It could be an opportunity missed if the status quo remained. • The milling equipment would be extremely complimentary to the proposed plan for Mill Park and could potentially act as a centre piece to kick off development in the park. • The relocation of equipment would only be conducted if it can be completed in a safe and cost effective manner. • The KPA is a long standing incorporated association that is strictly governed and run in a planned and structured manner. • The key objectives of the association are: <ul style="list-style-type: none"> • To provide a strong united voice for the Kirup area; • To advise local government as to the needs and wants of the community; • To provide a sense of community wellbeing within the community; • To promote local enterprise within the community and further afield. 	<p>Agree - The equipment is generally in poor condition.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
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To Donnybrook Shire

SHIRE OF DONNYBROOK BALINGUP RECEIVED - 8 MAR 2019
Record No: 1COR69067
File No: RESO119
Officer: BGR
X Ref:
Corresps:
Signed Off:

Gary Smitherman
Lot 152 South West Hwy
KIRUP

I think that to relocating the Milling Equipment to Kirup would be a very good move.

Kirup was a substantial mill town in its day .

Today there is no memorabilia to show this.

Donnybrook has the fun park , some of other settlement in the shire would like to have there own attractions .

Regards G.Smirtherman

To C.E.O. SHIRE DONNYBROOK/BALINGUP, ②
AS A RATE PAYER,
PRESIDENT & MEMBER OF THE KIRUP PROGRESS
ASSOCIATION, ON BEHALF OF MY WIFE & MYSELF, I
WOULD LIKE TO ASK FOR SUPPORT FROM THE SHIRE
OF DONNYBROOK/BALINGUP FOR THE POSSIBILITY OF
OBTAINING HISTORIC MILL EQUIPMENT.

THIS EQUIPMENT IS CURRENTLY LOCATED AT THE
INTERSECTION OF IRISH TOWN ROAD & S.W. HIGHWAY.
THE REASON FOR THIS REQUEST IS TO HAVE THE
EQUIPMENT RELOCATED TO MILL PARK IN KIRUP.

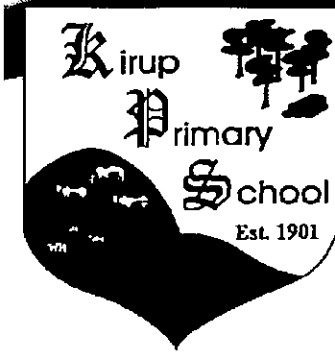
IT IS MY BELIEF THAT THE EQUIPMENT COULD BE
PROPERLY RESTORED & DISPLAYED FOR LOCALS
AND VISITORS. TO ENJOY ITS HISTORY.

I'M OF THE BELIEF THAT SHOULD THIS BE MADE POSSIBLE
FOR KIRUPS MILL PARK IT WILL BE A GREAT BENEFIT
FOR OUR LOCAL BUSINESS'S CREATING TOURISM
AND ALSO IN TURN THE SHIRE OF DONNYBROOK/BALINGUP.

SHIRE OF DONNYBROOK BALINGUP RECEIVED
- 8 MAR 2019
Record No: 160R69040
File No: RES0119
Officer: BGR
X Ref:
Corresps:
Signed Off:

MR M.S. TUIA
57 CASTLE ST
KIRUP.

Tuia



Kirup Primary School
VALUING who we are, GROWING to who we can be

(3)

Chief Executive Officer
Shire of Donnybrook-Balingup
1 Bentley Street,
Donnybrook Western Australia 6239

Friday, 8 March 2019

Dear Ben,

RE: RELOCATION MILL EQUIPMENT TO KIRUP MILL PARK

Please accept this letter as a request to support the Kirup Progress Association effort to relocate the Kirup Timber Mill to Mill Park at Kirup. This would be a wonderful opportunity for the students and residents of Kirup to be able to reflect upon their timber heritage.

Yours sincerely

Roger Foster
Principal

Tarnya Box

From: wbeti@bigpond.com
Sent: Thursday, 21 February 2019 2:48 PM
To: Records Shire of Donnybrook
Subject: ICOR68876 - Donnybrook Arboretum

(4)

To Whom it may concern

As per Shire notes in the February issue of the Preston Press I wish to comment on the proposal to move the old equipment from the Arboretum in Donnybrook to Kirup.

Our Father and Mother grew up in Donnybrook and my sister and myself together with our families now still live in Donnybrook and we don't like to see our town losing its history.

My father Ray Bode was an inaugural member of the Rotary Club of Donnybrook for many years as well as being the President of the Club. He worked very hard in the town on different projects as did our Mother. Our father was involved with this park which was put there to commemorate the opening of the Rotary Spot Mill during the year of W.A's 150th Anniversary in 1979. The Gold Mine shaft that is there is also a symbol of the Gold Mine shaft sunk on the Donnybrook Goldfields between 1898 and 1902. Donnybrook Apex Club was also involved in this project.

Unfortunately, Rotary and Apex in Donnybrook have folded up and there is no one to carry on with the up keep of these areas within the Shire but it has to be looked at as "History" to the town and therefore it should be kept here in Donnybrook.

This site could be made a lovely area for travellers to stop off with their caravans etc. on their way down south or coming north, but it is in needs some work being done to make it a more attractive area to pull into. A good sign, up to attract people to read on South West Highway, with a road going in off South West Highway, Park tables and a general tidy up all around would make a great difference and attraction on entry to Donnybrook. The Trees are lovely for shade and the area could be a much nicer place for visitors to pull into on their travels as really there is very little shade and parking in our town for holiday makers to stop off at.

Trust this email will be given some thought in keeping our history here in Donnybrook where it should be.

Yours sincerely,

Wendy Betti & Family
Robyn Roberts & Family

**Proposal to relocate Milling equipment
from the Donnybrook arboretum
to Mill Park Kirup**

**Kirup Progress Association
Comment**

The Kirup Progress Association Inc. through a "working group" has presented a concept proposal to the Donnybrook- Balingup Shire involving the establishment of a heritage focused community friendly park recognising the significance of timber milling to the area.

The concept is focused on old milling equipment relevant to those days of cutting timber for export and early construction and Kirup life in those days.

The importance of the static steam engine and whim from the arboretum can not be understated. Those pieces would form the central focus for the Mill Park Development, taking pride of place where timber milling was the life and blood of the district

Part of the onsite presentation will be nostalgic photographs of the era 1898 – early 2000s, showing life as it was in the days "when house were brown and white" portrayed by Michelle Lathwell in her 2001 book about Kirup.

When fully established the Kirup Heritage Mill Park will become an attraction for travellers seeking greater understanding of life in the past at Kirup and timber milling in the past. This will be another salute to our hard working ancestors over 100 years ago.

Benefits of relocating equipment to Mill Park.

- Present appropriate heritage items in a location solely devoted to timber milling – arboretum items would do that.
- Recognise the significance of the items to those pioneers of the past along with numerous similar exhibits.
- Displaying of the equipment in a high profile location compared with the current low key site.
- The new location would be substantially more visible than at present, with close proximity to three thriving Kirup businesses and their clientele.
- The equipment would remain in the shire, sited on council land with access for every one.
- The KPA inc. and Kirup community overwhelmingly have embraced the Mill Park concept, fully endorsing the action plan going forward. In endorsing the concept, Kirup has a vested interest in maintaining the surrounds and facilities of the newly developed Mill Park

**Chris Bilsby
President – Kirup Progress Association Inc.**

Proposal to relocate Milling equipment from the Donnybrook arboretum to Mill Park Kirup

Kirup Progress Association
Comment #2

RES01/9.

After further consideration of the topic, there are some stark differences in leaving the Milling Equipment at the Arboretum Vs relocating it to Kirup Mill Park.

The following points are cold hard facts that support the relocation proposal.

- **Economic Factors.**

Kirup in a commercial sense is struggling to remain viable, with one business closed in the past year and two of the remaining 3 currently for sale.

In typical small country town reality, the passing traffic generally does just that – it passes through with zero spinoff for local enterprise.

The Kirup Mill Park development will serve as a powerful incentive to attract tourist / travellers, with the location providing the very best opportunity for the businesses opposite the park to benefit in a tangible way

The current location of the equipment serves no benefit to the commercial businesses of Donnybrook. In fact there is no obvious reason for Milling memorabilia to be housed in Donnybrook when in the context of timber milling – Kirup is the obvious natural location for these assets.

- **Historical Considerations**

Again, when talking timber milling in the shire, the historical links to Kirup are over whelmingly in favour of Kirup. Yes – there were timber mills everywhere along the Darling Range escarpment, but many were spot mills, whereas Kirup mill was a permanent operation supporting a complete community. Just look the Tavern a Hostel next door – still in place and needing of support.

The next significant Milling heritage display is at Manjimup, but the development is not on the SW Highway compared to Kirup Mill Park

- **Social Influences**

It must be said that the current location of the equipment has no impact on the community. The site is neglected and the equipment is falling into serious disrepair. There are no tourist friendly facilities in the arboretum, no signage to attract travellers.

The Kirup proposal will become the centre of the Kirup community, with working bees melding into social interaction building a stronger more cohesive community, bringing the whole community together – not just the KPA members.

With the heart of Kirup beating a little faster the future can only be brighter and this milling equipment will set Kirup on the path to a brighter future.

- **Sustainability**

In its current location the equipment will eventually disintergrate due to lack of maintenance and be lost. There is no group or organisation responsible for these valuable historical assets.

In Kirup, the equipment, whilst remaining an asset of the Shire Council will be valued by the Kirup community for the reason detailed above. KIRUP, a community invested in the Mill Park project compared with a neglected deteriorating structure as it is currently

Presented by Chris Bilsby – President – Kirup Progress Association

Tarnya Box

RES 01/19 ⁶

From: Kate Okeeffe
Sent: Wednesday, 27 February 2019 8:54 AM
To: Records Shire of Donnybrook
Subject: ICOR68913 - FW: Mill park

Hi Tarnya

For recording please

Kate O'Keeffe
Executive Assistant

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-----Original Message-----

From: Philippa Ahrens <sumurun@icloud.com>
Sent: Wednesday, 27 February 2019 8:31 AM
To: Kate Okeeffe <kate.okeeffe@donnybrook.wa.gov.au>
Subject: Mill park

Sent from my iPhone morning Kate Philippa ahrens & myself Agee moveing the milling equipment from donnybrook to kirup as we have a dedicated team to maintain it and would enhance the heritage mill Park to the advantage of Kirup's businesses through tourism and shire we both have been energetic members of Kpa for 12 years and I was the previous president thx Alan Walker

Tarnya Box

RES 01/19. 7

From: Shire
Sent: Wednesday, 27 February 2019 11:56 AM
To: Ben Rose; Records Shire of Donnybrook
Cc: Kate Okeeffe
Subject: ICOR68917 - FW: Donnybrook Arboretum Timber Milling Display

Tarnya Box
Records Officer/Assistant Payroll Officer



Shire of Donnybrook-Balingup
Cnr Bentley & Collins Streets, Donnybrook WA 6239 - PO Box 94, Donnybrook WA 6239
T: (08) 9780 4200 Direct: (08) 9780 4222 Fax: (08) 9731 1677
tarnya.box@donnybrook.wa.gov.au / records@donnybrook.wa.gov.au / employment@donnybrook.wa.gov.au / shire@donnybrook.wa.gov.au

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From: Lisa <dannlisa1@bigpond.com>
Sent: Wednesday, 27 February 2019 11:12 AM
To: Shire <shire@donnybrook.wa.gov.au>
Subject: Donnybrook Arboretum Timber Milling Display

To Whom It May Concern

In response to your request for feedback regarding the relocation of the timber milling equipment currently located at the Donnybrook Arboretum to Mill Park in Kirup, I wholly agree. I think this will be a very appropriate move, befitting of these relics and suiting the purpose of the Mill Park. From this new location we can better display and be proud of the heritage of our region, rather than it be hidden away and largely forgotten. I look forward to seeing them in their new home!

Regards,
Lisa Read
15 Yelverton St,
Donnybrook WA 6239
PH (08) 97312289 or 0419 749852

8

RES 01/19.

Tarnya Box

From: Kate Okeeffe
Sent: Thursday, 28 February 2019 8:38 AM
To: Records Shire of Donnybrook
Cc: Ben Rose
Subject: ICOR68939 - FW: Relocation of Donnybrook Milling display to Kirup

Hi Tarnya

For recording

Thanks

Kate O'Keeffe
Executive Assistant



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From: Rees, Ron <Ron.Rees@south32.net>
Sent: Thursday, 28 February 2019 8:34 AM
To: Shire <shire@donnybrook.wa.gov.au>
Cc: Kate Okeeffe <kate.okeeffe@donnybrook.wa.gov.au>
Subject: Relocation of Donnybrook Milling display to Kirup

Hi,

I would like to **confirm my support for the relocation of the Milling Equipment to the Kirup Mill park.**

My wife and myself moved to the Shire (Kirup) nearly 3 years ago from the city seeking a "tree Change", myself returning to the countryside having grown up in Manjimup. We are involved with the community at Kirup and Donnybrook and have joined local associations in Donnybrook. My wife also works in Donnybrook.

It is obvious that Kirup is a town that has and continues to struggle commercially and has continually tried to establish its identity. The development of the mill park project has been an ongoing project that through a few dedicated individuals has steadily gathered momentum with the town very much in favour of its development.

Historical Relevance

The relevance of milling equipment to the history of Kirup is clear. Historically Kirup is a milling town that had a 15,000 acre timber concession. The mill produced timber for export through Bunbury, sleepers for the Menzies-Leonora railway, the New Zealand government and for the South African and New South Wales railways along with timber for the then new harbour works at Fremantle.

Donnybrooks history is seated in gold discoveries. Gold was worked through the depression and post the mini "gold rush" in the early 1900's, Donnybrook turned to Apples (and other produce) and is the home of Western Australia's apple industry. Apples are synonymous with Donnybrook as can be seen by all the apple icons throughout the town and events promoting the industry.

The milling equipment where it is situated now is somewhat out of place, it looks to be poorly maintained and has limited relevance to Donnybrooks history. Driving past 2 times every day to and from work I can honestly say that the current location appears to be an unused deteriorating site.

On the other hand once relocated, this equipment would form a centre piece for the Kirup park, be highly visible with excellent access in an location that already has a picnic area, a small milling display, skate park all with safe access and ample parking.

The display would be maintained and provide significant momentum to assist with sourcing and installation of more milling equipment to compliment the plans for an expanded mill park.

Relocation of this equipment has direct relevance to the community, would be fully maintained, expanded upon as the mill park grows and will assist in supporting the local community and business of Kirup.

The Kirup community looks forward to a positive outcome for relocation of the milling equipment.

Ron Rees

Kind regards,



Ron Rees
Local Sourcing Specialist - Worsley

T +61 8 9734 8251
M +61 405 830 899

PO Box 344
Collie WA 6225
ron.rees@south32.net



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Tarnya Box

From: Shire
Sent: Tuesday, 5 March 2019 4:24 PM
To: Ben Rose; Records Shire of Donnybrook
Cc: Kate Okeeffe
Subject: ICOR69012 - FW: Irishtown arboretum

Tarnya Box
Records Officer/Assistant Payroll Officer



Shire of Donnybrook-Balingup
Cnr Bentley & Collins Streets, Donnybrook WA 6239 - PO Box 94, Donnybrook WA 6239
T: (08) 9780 4200 Direct: (08) 9780 4222 Fax: (08) 9731 1677
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From: Rod Atherton <rodgatherton@hotmail.com>
Sent: Tuesday, 5 March 2019 3:44 PM
To: Shire <shire@donnybrook.wa.gov.au>
Subject: Fw: Irishtown arboretum

Howdy Shire Team,
I would like it noted that I do not agree with the removal of milling equipment from the Irishtown arboretum reserve.
The area contains a splendid array of many species of timber trees planted many years ago for future reference.
The early days of Donnybrook's existence relied heavily on the timber industry for future development.
The equipment currently at the site is a good opening reference to the history of our town, and should be added to for tourist information.
As a past member of the Donnybrook Apex Club during the 1960/70 and 80's, many clean ups of the area were undertaken to maintain the area for posterity.
With the current emphasis on tourism to boost the local district, it is a good time to inject more time and effort into improving the appeal of the reserve.
Prominent signage on South West Highway would direct tourists to the area, and view the arboretum's uniqueness while contemplating other destinations to visit locally.

Donnybrook –Balingup Shire Council

March 7,2019

Re – Relocation of Milling Equipment to Kirup Mill Park

We fully support the proposal by the KPA to relocate the Milling Equipment from the Donnybrook Arboretum to Kirup Mill Park.

We welcome the proposed development of Kirup Mill Park into a heritage precinct focused on attracting tourists and travellers alike, as it will increase the foot traffic in Kirup giving our businesses a valuable boost in clientele.

The proposal will go a long way to secure the future of our businesses and the long term viability of the Kirup community.

We hope the shire council will see the merit in the proposal for a community under pressure from surrounding attractions/towns. We congratulate the KPA in their vision for Kirup and show of support for everyone in Kirup.

Newy's Vege Patch

A Nurburg

Lady Marmalade

[Signature]

Lynlee Rutter

Kirup Tavern

Business has been sold.

From: Judy Fitzgerald <Judyfitz45@hotmail.com>
Sent: Friday, 8 March 2019 8:36 AM
To: Records Shire of Donnybrook
Subject: ICOR69081 - Mill Park Kirup

I have lived my 73 years in Kirup involved with the Forest Department, my Father was Arthur Kelly, Chief Timber Inspector for W.A, and the local sawmill. I know the committee have looked for other large items in Yornup, Wilga etc but Manjimup Timber Park and the Dardanup Heritage Park have anything available. The old equipment from the Arboretum would be perfect as it would stay in the shire and be a wonderful centre piece.

Any elderly person from the Apex and Rotary Clubs could be invited to a ceremony with morning tea to view the machinery that would be well looked after.

Yours sincerely Judy Fitzgerald

Sent from Outlook

CEO and Councillors
Shire of Donnybrook-Balingup
Bentley Street
Donnybrook
WA

M & Y ZWART
40 Southwest Highway
KIRUP
WA 6251



KIRUP HERITAGE MILL PARK Proposal

My wife, Yvonne, and I totally support the Kirup Progress Association proposal to establish a "Heritage Mill Park" (including a Historical Interpretive Walk Trail) on Reserve 46896 in the Kirup Townsite (currently known as the "Mill Park").

Yvonne was born in Kirup and has lived there all her life, I was employed by the then Department of Conservation and Land Management (now Parks and Wildlife Service) and was transferred to Kirup in 1986 and have lived there ever since.

We believe that a Heritage Mill Park established on a major tourist and transport route (South West Highway) would be an attraction for not only Kirup but the Donnybrook –Balingup Shire as a whole. The "Fun Park" and Apple centre of Donnybrook, the Heritage Timber Milling Precinct of Kirup, and the "Village Green" area of Balingup.

With regard to the sawmilling equipment currently located at the "Irishtown Arboretum". We believe that if this equipment could be safely and cost effectively transferred to the Kirup Heritage Mill Park it would fit in with the long association that the Town of Kirup has had with the Timber milling industry and Forestry.

Reserve 46896, currently known as the "Mill Park" was the site of two timber sawmills.

1905 – 1909	Millars Number 3 Mill
1938 – 1990	1938 to 1980 LEWIS AND STIRK
	1980 to 1990 WHITTAKERS

There was also a sawmill on Location 1146 (now Sertorio's) at the southern end of the Kirup townsite.

1899 – 1909	1899 to 1903 GEORGE BAXTER
	1903 to 1909 Western Australian Jarrah Sawmills LTD

The Forests Department (now DBCA – Parks and Wildlife Service) established an office in Kirup in 1928, and it still exists there today.

Yours sincerely

For, and on behalf of - Mick Zwart and Yvonne Zwart
31 May 2019

Bob Wallin

From: SM Records
Sent: Thursday, 30 May 2019 8:20 AM
To: Bob Wallin
Subject: FW: Kelly's Kirupp Mill Equipment

Tarnya Box
Records Officer/Assistant Payroll Officer



Shire of Donnybrook-Balingup
Cnr Bentley & Collins Streets, Donnybrook WA 6239 - PO Box 94, Donnybrook WA 6239
T: (08) 9780 4200 Direct: (08) 9780 4222 Fax: (08) 9731 1677
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From: pipp kelly <pippkelly@yahoo.com.au>
Sent: Wednesday, 29 May 2019 7:52 PM
To: SM Records <records@donnybrook.wa.gov.au>
Subject: Kelly's Kirupp Mill Equipment

Christine Francis Kelly
28 Washington Street
Victoria Park, WA 6100
0439906688

To whom it may concern,

I am the great-granddaughter of James Joseph Kelly (Kelly the Mug).

He not only planted the very first orchard in Donnybrook, but he was the Mill Manager of many places throughout South-West of WA. He was the Mill Manager of Kirupp and East Kirupp and resided at the bungalow until his death in 1924. His equipment should go back to the place he built and put his heart and soul into.

His Donnybrook legacy is in both the hotels and the orchards that now exist, but this milling equipment should return home.

On behalf of the Kelly's, we thank you for keeping this equipment in such memorable condition, and we ask on behalf of past, present & future generations of our Kelly's to be able to take the next generation to Kirupp and see his equipment where he carved out the entire Timber Industry of this state.

From the Timber Kings great grand-daughter,

Christine Francis Kelly

Bob Wallin

3

From: SM Records
Sent: Wednesday, 29 May 2019 4:17 PM
To: Bob Wallin
Subject: FW: Removal of mill items

Tarnya Box
Records Officer/Assistant Payroll Officer

Shire of Donnybrook-Balingup
Cnr Bentley & Collins Streets, Donnybrook WA 6239 - PO Box 94, Donnybrook WA 6239
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shire@donnybrook.wa.gov.au

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-----Original Message-----

From: adam.jones.2@bigpond.com <adam.jones.2@bigpond.com>
Sent: Wednesday, 29 May 2019 3:57 PM
To: SM Records <records@donnybrook.wa.gov.au>
Subject: Removal of mill items

To whom it may concern,

I am writing today to express my disapproval of the removing of the old mill display at the entrance to donnybrook. I'm a born and bread donnybrook boy and a land owner in Irishtown where my family will eventually move to and we would be very disappointed if the display is moved.

Not only a place to educate my kids in the history of donnybrook but a great entry statement for tourists coming to the area. If anything the display and surrounding grounds should be restored and added to hopefully taking visitors attention away from the not so attractive houses and buildings across the road.
Hopefully we can see it left.

Thank you
Adam Jones

Sent from my iPhone

SHIRE OF DONNYBROOK BALINGUP ④	
RECEIVED	
14 MAY 2019	
Record No:	100R69866
File No:	RES 01/9
Officer:	BEN RW
X Ref:	
Corresps:	
Signed Off:	

Mr Ben Rose
 CEO of the Donnybrook/Balingup Shire Council
 Bentley Street
 Donnybrook 6239

Dear Ben,
 Further to our conversation concerning the machinery at the Arboretum:

It is our very firm belief all the machinery on the site should be retained and the site vastly improved.

This can be achieved by a complete revamp of the existing historic timber mill, whim and replica gold mine. Further to this a display of Donnybrook Stone would enhance the entrance.

As we have previously pointed out the site was established by the Rotary Club of Donnybrook to commemorate the 150th year of the foundation of the settlement of Donnybrook, including the first gold diggings. This commemorates a very important milestone in the history of Donnybrook and is the reason we feel so strongly that everything should be retained on the present site.

For information on the timber industry in Donnybrook we refer you to pages 42 to 54 in Green Gold, the history of Donnybrook by a former Shire President Alan Frost. The history of the gold fields is also included on pages 55 to 67 and would help to explain the background for the establishment of the arboretum.

We understand that the responsibility of maintaining the site was given to the Donnybrook/Balingup Shire when the Rotary Club was disbanded.

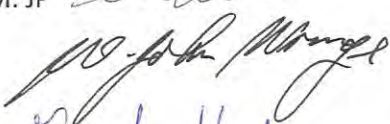
We cannot understate the importance of this site, which with an upgrade and the appropriate signage, would make an impressive entrance to the town. We respectfully ask that the sum of \$25,000 be put aside in the 2019-2020 budget for this purpose.

10.5.2019

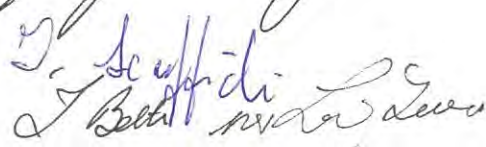
Mr Luigi Tuia OAM. JP



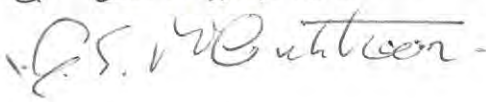
Mr John Wringe



Mr Tony Scaffidi



Mr Joe Betti



Bob Wallin

From: Danielle Chapman <Daniec82@hotmail.com>
Sent: Wednesday, 15 May 2019 10:32 AM
To: SM Records
Subject: IBA70029 - The Arboretum

To whom ever this concerns.

I'm writing my concerns about moving the old equipment next to the Arboretum.

I don't understand why you would want to move it to Kirup when it belongs in Donnybrook it's our history and we should do whatever we can to fix it up so tourist can enjoy it in our town.

For too long we have given our history pieces away and it's about time we kept them and preserved it. So our children and their children in years to come know the story of Donnybrook's Milling history.

Kind regards
Danielle Nelson

Sent from my iPhone

18392 South Western Highway
PO Box 33
Donnybrook WA 6239



Ph. No. 08 97312 064
E: admin@dawsoncontracting.com.au

ABN: 45 065 441 045

Principal Planner
Bob Wallin
Shire of Donnybrook-Balingup WA 6239
E: bob.wallin@donnybrook.wa.gov.au

Our ref: OC0269

24th May 2019

Dear Bob

Re: Planning Application for Kirup Mill Park, South Western Highway, Kirup

Thank you for the opportunity to comment on the proposed Kirup Mill Park to be situated on Reserve 46896 South Western Highway, Kirup. The townsite of Kirup has a historic timber past and the concept of a park to acknowledge the historical presence of the jarrah timber industry at Kirup should be enthusiastically pursued.

What is concerning however, is the rumoured transfer of exhibits from the historic logging and sawmilling equipment that is displayed at the Donnybrook Arboretum to the Kirup proposal. If this is correct, it will remove all evidence that Donnybrook was also a major player in the jarrah timber industry with sawmills being located at Argyle and Irishtown with the latter being known as the Preston Sawmill. Although the Argyle Sawmill closed many years ago, the Irishtown Sawmill was still receiving and processing jarrah up until the mid-1970's employing locals such as the Bode, Howlett, Hickman, Marshall, Williams, Martindale and Dawson families just to name a few. Most of these families are represented by descendants that still reside in the Donnybrook community and it would be a shame to lose this exhibit that reflects upon an era and its workforces that helped build this community.

The Kirup proposal should be supported but not at the expense of losing historic timber equipment from the Donnybrook community. I understand that an advertising/funding campaign has been suggested by the Kirup Progress Association to source exhibits for display at the Kirup Mill Park and this process should be fully exhausted before any consideration is given to deplete existing exhibits of a similar nature.

The friends of the Donnybrook Arboretum have approached community members to help with the preservation of the historic equipment and a commitment has been given by Dawson Contracting to donate resources where possible to enhance the exhibits located within the Donnybrook Arboretum. I would suspect that further commitments have been made by other community members to help with the restoration of the arboretum exhibits and Council needs to consider these pledges (which may well be conditional on where the exhibits are to be displayed) before making a final decision.

Should you wish to discuss my comments further, please contact me on 0427 943 425.

Yours sincerely

Bernie Dawson

Bob Wallin

From: SM Shire
Sent: Monday, 27 May 2019 8:08 AM
To: Bob Wallin; SM Records
Subject: FW: Irishtown Mill

Tarnya Box
Records Officer/Assistant Payroll Officer

Shire of Donnybrook-Balingup
Cnr Bentley & Collins Streets, Donnybrook WA 6239 - PO Box 94, Donnybrook WA 6239
T: (08) 9780 4200 Direct: (08) 9780 4222 Fax: (08) 9731 1677
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-----Original Message-----

From: Linda Martindale <chickymarty@live.com.au>
Sent: Friday, 24 May 2019 5:56 PM
To: SM Shire <shire@donnybrook.wa.gov.au>
Subject: Irishtown Mill

I am against the removal of the mill from Irishtown!
I want it left where it is!
Sent from my iPhone

Linda and Wayne Martindale
Leschenaultia Circle
Donnybrook

Bob Wallin

From: SM Records
Sent: Monday, 27 May 2019 8:11 AM
To: Bob Wallin
Subject: FW: Milling display at the Arboretum

Tarnya Box
Records Officer/Assistant Payroll Officer



Shire of Donnybrook-Balingup
Cnr Bentley & Collins Streets, Donnybrook WA 6239 - PO Box 94, Donnybrook WA 6239
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tarnya.box@donnybrook.wa.gov.au / records@donnybrook.wa.gov.au / employment@donnybrook.wa.gov.au / shire@donnybrook.wa.gov.au

OUR VISION: A proud community enjoying our rural lifestyle, cultural heritage and natural environment.

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From: kirupkabins <kirupkabins@westnet.com.au>
Sent: Saturday, 25 May 2019 11:37 AM
To: SM Records <records@donnybrook.wa.gov.au>
Subject: Fwd: Milling display at the Arboretum

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: kirupkabins <kirupkabins@westnet.com.au>
Date: 25/5/19 11:34 am (GMT+08:00)
To: records@donnybrook.gov.wa.au
Subject: Milling display at the Arboretum

Re the proposal to move the milling display from the Donnybrook Arboretum.

As long term rate payers and now new owners of a small business in the area we are AGAINST the removal of any display that's showcases our towns history .

We need to attract as many visitors to the area as possible to keep the town viable, and history is but one drawcard.

Carol and Tony Pegum

Kirup Kabins

Bob Wallin

From: SM Records
Sent: Monday, 27 May 2019 9:27 AM
To: Bob Wallin
Subject: FW: Donnybrook Arboretum milling equipment

Tarnya Box
 Records Officer/Assistant Payroll Officer



Shire of Donnybrook-Balingup
 Cnr Bentley & Collins Streets, Donnybrook WA 6239 - PO Box 94, Donnybrook WA 6239
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From: Rod Atherton <rodgatherton@hotmail.com>
Sent: Thursday, 23 May 2019 5:29 PM
To: SM Records <records@donnybrook.wa.gov.au>
Cc: SM Shire <shire@donnybrook.wa.gov.au>; Cr Brian Piesse <bhp47@bigpond.com>
Subject: Fw: Donnybrook Arboretum milling equipment

Howdy Donnybrook/Balingup Shire Council Team.

I wish to add my support to retaining the milling equipment at the Donnybrook Arboretum by providing excerpts from the book "Green Gold", published in 1976.

"Green Gold", a history of Donnybrook 1842 - 1974, by A.C.Frost, is acknowledged as a reliably accurate record of the past history of the Donnybrook district.

Quotes from this book include :

1. " Two or three small mills were established in the second half of the nineteenth century, and as these necessitated tree fallers, log haulers and mill hands, an increasing population was being attracted to the district. It is fairly safe to say that the timber industry was mainly responsible for Donnybrook becoming a recognised and stable community in it's formative

years. Many of those originally engaged in the timber industry eventually took to agriculture as their livelihood." (Page 43)

2. " Smith and Timms erected one of the first mills in the district _ on the present Caravan Park site. This was taken over in 1894 by H.S. Yelverton. Yelverton enlarged the mill to a capacity of fifteen loads a day to make it the first mill of any consequence in the Donnybrook District." (Page 43)

*This mill was obviously started some time before 1894, along the main street, and within the town boundary of Donnybrook.

My belief is, timber was the very first industry to form the foundation of the beginning of Donnybrook, so the historic milling equipment should definitely be retained at the Donnybrook Arboretum site.

I am happy for my submission to be available for perusal by all Donnybrook/Balingup Shire Councillors.

Cheers, Rod Atherton

SHIRE OF DONNYBROOK BALINGUP	RECEIVED	27 MAY 2019	INVOICE/COR 70053	FILE NO: RES 01/9	DEPT: BW	POST:	Signed Off:
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Don + Roz Williams
 240 Bond St
 Donnybrook 6239

24th May, 2019

DBK-BW Shire

PO Box 94

Donnybrook 6239

To Whom It May Concern:

We the undersigned are not in agreeance

for the old equipment at the DBK Arboretum

To be moved to Mill Park at Kimp

Yours faithfully
 D.H. Williams
 Williams



Bob Wallin

From: Jay Chapman <jbchapman159@gmail.com>
Sent: Tuesday, 21 May 2019 2:41 PM
To: SM Records
Subject: ICOR70089 - Arboretum Milling Display

Good Afternoon,

I am sending this email to inform you of my opposition to the proposed plan to move the milling display from the corner of South Western Hwy and Irishtown rd to Kirup. This is taking from the proud history of Donnybrook and Argyle.

This display has been there for as long as I can remember and being a member of the Chapman family we have a long history within logging and milling in the Preston Valley.

Donnybrook is continually trying to draw the tourist crowd and has generally been doing a good job of it the past few years. Whenever I come home to visit my parents and other family in Donnybrook I am continually amazed at the progress our great little Town has made. But moving the towns rich history away will ruin what good work has been done in the tourism area.

I therefore hope the proposal to move this is reconsidered in order to preserve Donnybrook's and Argyle's history.

Your's Sincere

Jay Chapman

0407933229

Bob Wallin

From: Kath Mckerrow <kthy_mckerrow@yahoo.com.au>
Sent: Monday, 20 May 2019 12:51 PM
To: SM Records
Subject: ICOR70078 - Mill display

Dear Sir or Madam,

Could you please leave the Old Mill display as is at it is an it belongs to the heritage of our town. Kindest
Regards Kathleen Mckerrow 7 Allnut Street. Donnybrook 6239

Bob Wallin

From: Brian Wickins <brian@merrifieldrange.com>
Sent: Monday, 20 May 2019 9:20 AM
To: SM Records
Subject: ICOR70074 - Proposal to move milling display at the arboretum in donnybrook

I would like to submit my proposal that the milling display at the arboretum in donnybrook is not moved to Kirup. As an important record of Donnybrook's iconic history and link to the forest and milling industries, I feel the display should be maintained in Donnybrook, the regional centre of the Shire.

The display, at the entrance to the town, would benefit from a cleanup and upgrading. First of all, I'd like the Shire to provide a firm commitment to maintain the milling display at its current site, and then the Shire can seek suggestions from the community for upgrading and improving the display as part of a promotion of Donnybrook.

The site of the display is ideally located to provide another reason for visitors to our State to visit Donnybrook, not just pass through on their way to somewhere else.

Regards
Brian

--
Brian Wickins
Merrifield Range
0411 737 776
#merrifieldrange

Merrifield View
Preston Valley
Queenwood
WA 6239

P.O. Box 495
Donnybrook
WA 6239

Bob Wallin

From: Grace Trivet <gracelouissetrivett@hotmail.com>
Sent: Sunday, 19 May 2019 11:03 PM
To: SM Records
Subject: ICOR70073 - Milling Display

To whom it concerns,

I am sending this email in regards of the Milling Display I highly think that you should not move it to kirup as it has been apart of this town for a very long time and taking something away that showcases our town is not what's best for this town. It could he a beautiful place if some tlc was put into it as it does attract people to take photos and even sometime camp over night. Please reconsider moving it and keeping it in donnybrook where it belongs!

Kirup Progress Association (Inc.)



Donnybrook and Balingup Shire
Cnr Bentley & Collins Streets,
Donnybrook

Att: Ben Rose

Dear Mr Rose,

Ref: Public Consultation - Irishtown Arboretum and Spot Milling Equipment

Further to previous expressions of interest with respect to the milling equipment we are pleased to provide additional information and reiterate our interest with respect to the relocation to the proposed Kirup Heritage Mill Park. The Heritage Mill Park proposal attached is an overall conceptualisation and is an initial plan that will evolve with time.

With respect to the Spot Milling Equipment there are two underlying drivers for our proposal and both are for the benefit of the community. Currently the equipment is poorly maintained and somewhat derelict, hence the equipment being revitalised and placed in a position where the public can appreciate its significance to the heritage of the area, is of value to the wider community. It could be an opportunity missed should the status quo simply remain as it has for decades with the equipment not being maintained and left to deteriorate failing to attain appeal for tourists and local residents.

The second point is simply that it would be extremely complimentary to the proposed plan for the park development and could potentially act as a centre piece to kick off development in the park.

The relocation of the equipment would only be conducted if could be completed in a safe and cost-effective manner. Previous submissions have detailed many other aspects of the suitability of the equipment and these previous proposals are attached for reference.

In consideration of this application we feel that it is important to note that the KPA is a long-standing Incorporated Association that is strictly governed and run in a planned and structured manner. The key objectives of the Association are:

- To provide a strong united voice for the Kirup area.
- To advise local Government as to the needs & wants of the Community.
- To provide a sense of community well-being within the Community.
- To promote local enterprise within the Community and further afield.

From the minutes of the ordinary meeting of council, 27th March 2019 there were some queries raised that we are pleased to provide a response to.

- *Number, location, size and type of signage being proposed including details of the information and images to be included on such signage;*

KIRUP PROGRESS ASSOCIATION INCORPORATED – ABN: 19 054 833 017 – C/- POST OFFICE, KIRUP, WA, 6251

KIRUP.PROGRESS.ASSOC@GMAIL.COM

*Kirup Progress
Association*

KIRUP MILL PARK

Conceptual Heritage Mill Park Proposal





Vision

The Vision for the Kirup Town Centre emerged through engagement with local stakeholders and the community. Three principal themes emerged from this consultation that highlighted the need for:

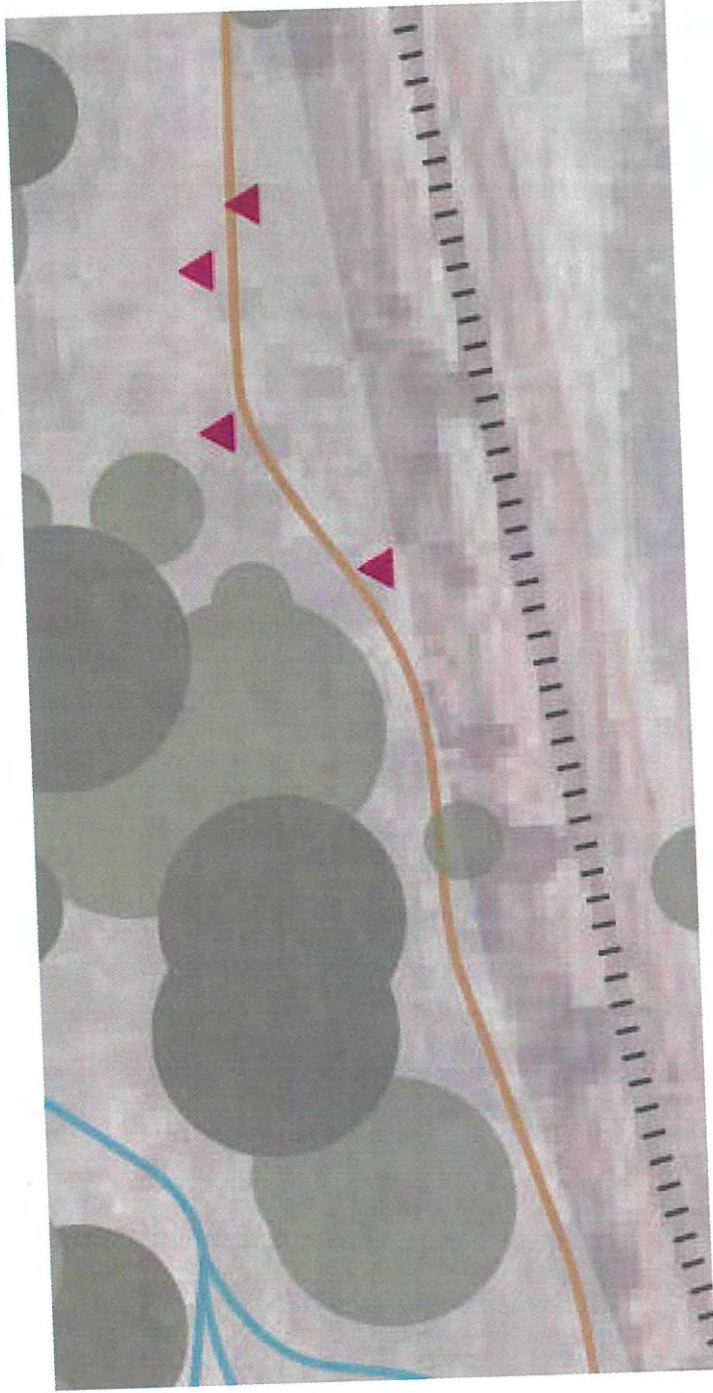
An Attractive Town Centre - Protecting the landscape, unique character and improving public space.

Encouragement for travellers to stop – provide an attractive, informative, natural environment to discover aspects of Kirup’s history with a walk through pictorial and equipment record of timber milling and past events in Kirup.

A Vibrant Town Centre - More activity concentrated within the Kirup Town Centre, adding vibrancy supporting the commercial enterprises that currently exist.



Future Displays , Signage and flora.



Alternate Future Signage Poles

The majority of Gav's Track is fairly uneventful and not particularly visually stimulating. The area is open so wayfinding is not necessarily a problem, it is a matter where enthusiasm may wain. The poles would be used to highlight a future display and also present a possible timeline (marked with the year) of particular historical events, construction of major structures or simply where old buildings once existed on the site.

Objectives:

To add to the visual and historic interest of the trail.

To improve trail definition and reduce the perceived length of the section of this section of the trail.

Principles:

Mark the trail using visually prominent markers of natural elements.

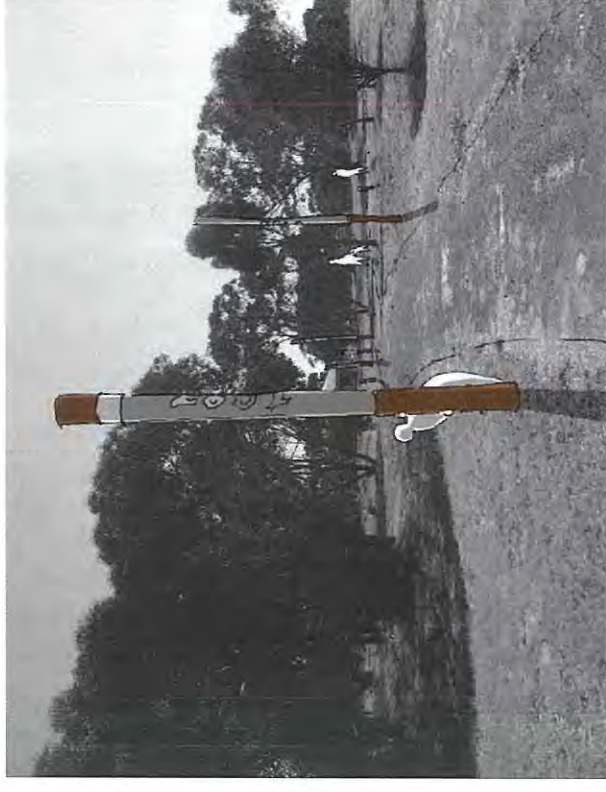
Involve the community in the development of the poles.

Detailed Design Suggestions, Spacing & Location

Provision of vertical poles marked with key historic milestones in the town's history along the trail path. Placement of the poles could be in chronological order, to create the pattern of space between them.

Materials

Poles may be re-purposed objects such as old fence posts, telegraph poles, timber poles to allow for carving and routing of durable letterforms and patterns. Recommend recessed, painted bands to add visual interest and tactility.



Future Sculptural Settings

There are a number of existing displays and equipment along the pathway that need to be enhanced with additional mill equipment, placement of sculptures or machinery within the park setting.

Objectives:

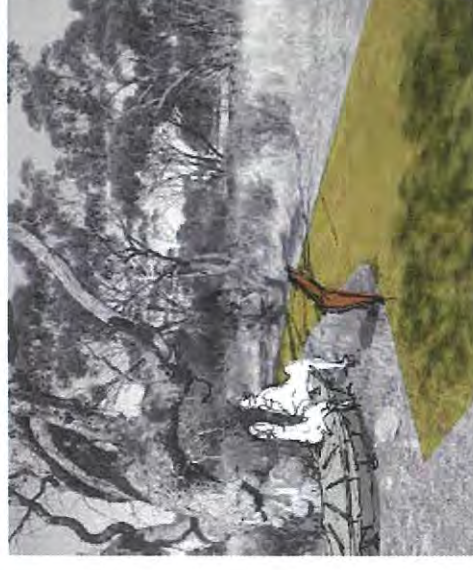
To add to the natural and historic visual interest of the park and trail with a new cultural overlay. Provide visual appreciation of restored mill equipment from a past era. To re-purpose historic artefacts as artworks and make use of existing man-made infrastructure.

Principles:

Locate sculpture on existing man-made elements so as to give it visual prominence and elevation

Detailed Design Suggestions:

Re-purposed mill equipment and machinery can be placed in situ or incorporated into a piece of contemporary art. All installations should have a small sign to indicate what the machinery was used for. Cut wooden sections of logs could be placed to represent milled trees to form a Stepping stone stump precedent.



Plantings to Enhance Landscape

Character

Selection of Flora would build on Kirup's strong connection to the landscape, focussing on indigenous plants of the South West. All plants would be water wise, non invasive and low maintenance. Large Gums will be avoided due to tree maintenance issues.

Consideration would be given to the traditional uses for the plants and the importance to the indigenous community with information provided on the uses.

Plants were traditionally collected and eaten included roots, bulbs, tubers, seeds, nuts, fruit and fungus. In addition to these nectar was obtained from the flowers of Banksia, Dryandra and Eucalyptus, and gum was collected from Acacia. Another food which required considerable preparation before it could be eaten was the fruit of the Zamia palm

Many opportunities exist for increased walking and cycling to and within the Town Centre - increasing access and the health and well-being of residents.



Kirup Progress Association
Comment #2

After further consideration of the topic, there are some stark differences in leaving the Milling Equipment at the Arboretum Vs relocating it to Kirup Mill Park.

The following points are cold hard facts that support the relocation proposal.

- **Economic Factors.**

Kirup in a commercial sense is struggling to remain viable, with one business closed in the past year and two of the remaining 3 currently for sale.

In typical small country town reality, the passing traffic generally does just that – it passes through with zero spinoff for local enterprise.

The Kirup Mill Park development will serve as a powerful incentive to attract tourist / travellers, with the location providing the very best opportunity for the businesses opposite the park to benefit in a tangible way

The current location of the equipment serves no benefit to the commercial businesses of Donnybrook. In fact there is no obvious reason for Milling memorabilia to be housed in Donnybrook when in the context of timber milling – Kirup is the obvious natural location for these assets.

- **Historical Considerations**

Again, when talking timber milling in the shire, the historical links to Kirup are overwhelmingly in favour of Kirup. Yes – there were timber mills everywhere along the Darling Range escarpment, but many were spot mills, whereas Kirup mill was a permanent operation supporting a complete community. Just look the Tavern a Hostel next door – still in place and needing of support.

The next significant Milling heritage display is at Manjimup, but the development is not on the SW Highway compared to Kirup Mill Park

- **Social Influences**

It must be said that the current location of the equipment has no impact on the community. The site is neglected and the equipment is falling into serious disrepair. There are no tourist friendly facilities in the arboretum, no signage to attract travellers.

The Kirup proposal will become the centre of the Kirup community, with working bees melding into social interaction building a stronger more cohesive community, bringing the whole community together – not just the KPA members.

With the heart of Kirup beating a little faster the future can only be brighter and this milling equipment will set Kirup on the path to a brighter future.

- **Sustainability**

In its current location the equipment will eventually disintegrate due to lack of maintenance and be lost. There is no group or organisation responsible for these valuable historical assets.

In Kirup, the equipment, whilst remaining an asset of the Shire Council will be valued by the Kirup community for the reason detailed above. KIRUP, a community invested in the Mill Park project compared with a neglected deteriorating structure as it is currently

Presented by Chris Bilsby – President – Kirup Progress Association

ATTACHMENT 9.3.1(1)



Extent of Special Control Area (SCA8/SPA7)





Extent of Special Control Area (SCA8/SPA7)



Synergy Soft: PWF 18V

PROJECT MANAGEMENT PLAN

Donnybrook Town Centre Revitalisation Project



1905 Donnybrook Railway Station - SLWA photo
Railway turntable, Goods Shed

https://www.abc.net.au/reslib/201409/r1333558_18561286.pdf

Authorisation

This Project Management Plan (PMP) is authorised for the **Donnybrook Town Centre Revitalisation Project** based on the current intent, cost, time, quality and scope outlined in this document. As the Project progresses, elements of the PMP may change and, if so, will require further authorisation.

Signed by:

Date:

1. Project Manager

2. CEO / Project Sponsor

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1 PURPOSE

This PMP provides a baseline for the implementation of the **Donnybrook Town Centre Revitalisation Project (DTCRP)** (Project). The PMP will be used to guide the delivery of the Project based on the information available to the Shire at the time of preparing the PMP.

The PMP provides details on the scope of the Project and project delivery methodology. The signing of the document by the CEO confirms acceptance of the PMP as an agreed basis for project delivery.

2 INTRODUCTION

The DTCRP is supported by the following strategic documents:

Shire of Donnybrook – Balingup Strategic Community Plan 2017-2027 – (SCP)

Following consultation with the Community in the development of the SCP it was identified that the appearance of Town Centres was of high importance.

The following outcomes listed in the SCP align with the DTCRP:

Outcome	Strategy	Actions
1.3 – An attractive visitor and tourist attraction.	1.3.2 – Provide, develop, and maintain visitor infrastructure.	1.3.2.1 Develop visitor and tourism infrastructure in line with local tourism and visitor's development and promotion strategy, within allocated resources.
2.1 – An attractive and maintained built environment	2.1.1 - Maintain, renew and improve infrastructure within allocated resources	2.1.1.2 Seek funding for renewal and development of infrastructure
2.2 - Respected Heritage Assets	2.2.1 - Maintain Shire heritage assets within available resources	2.1.1.3 Promote the districts heritage assets and ageing assets

Shire of Donnybrook Balingup Corporate Business Plan 2017 – 2021 (CBP)

The CBP contains a schedule of proposed strategic capital projects for the next 4 years. The CBP states that \$2,000,000 will be spent to deliver the 'Apple Interpretive Centre' projected for the 2019/20 budget year.

WA Labor – Plan for Preston (PfP)

The PfP states:

“A McGowan Labor Government will allocate \$2 million towards the Donnybrook Town Centre Revitalisation. Town centre upgrades will include a new heritage precinct and a museum showcasing the history of the apple industry to link with and compliment the Apple Fun Park.”

Donnybrook Railway Heritage Precinct Development Plan (DRHPDP)

In 2009 the Shire of Donnybrook Balingup (the Shire) commissioned Insitu Planning to undertake a planning exercise for the precinct which resulted in the adoption of the Donnybrook Railway Heritage Precinct Development Plan (DRHPDP). The report identified four distinct stages for future development.

Stage 1, completed in 2009, turned a disused rail reserve into a car parking area, freeing the main street from vehicles and allowing pedestrian access across the railway link to Collins Street and the Town Centre.

Stage 2, completed in 2013, extended the Apple Fun Park with 60 additional parking bays, additional lawn, shade areas and accessible play equipment. The popularity of this facility has meant that it is now due for asset renewal and upgrades.

It is noted that the DRHPDP also included two additional stages, which have not been further progressed to date, as follows:

Stage 3: Multi-purpose Building and Associated Facilities

- *Recommended that the heritage listed 'Goods Shed' be re-developed for the storage and display of antique machinery, forming Phase 1 of a 'Multi-purpose Telecentre and Interpretive Centre' development. Indicative designs included the construction of an awning around the entire structure, re-establishment of the former opening for railway trucks and relocation and restoration of a heritage listed five-tonne crane from the south of the precinct.*
- *Phase 2 involved the design and construction of a new multi-purpose building to include a 'telecentre' facility and an interpretive centre to store and display small items relevant to local heritage, to be located close to the Goods Shed.*
- *Detailed design and implementation of the Goods Shed re-development and the multi-purpose facility shall be considered as discrete projects with designs prepared by suitably qualified professionals and obtaining approval from the State heritage Office / Heritage Council.*

- *Continuation of the dual-use pathway linkage along the eastern boundary abutting the railway reserve;*
- *Continuation of fencing along the eastern boundary to the proposed southern pedestrian railway crossing;*
- *Installation of a sandstone 'Story Wall' displaying the history of Donnybrook and surrounding areas.*

Stage 4: General Landscaping, Furniture and Public Art

- *Landscaping using water wise plants and capturing storm water runoff;*
- *Street furniture including a gazebo, bench seating, picnic tables, lighting, drink fountains and bicycle parking facilities which adopt a consistent street furniture design;*
- *Ongoing community and public art projects throughout the precinct.*

Donnybrook Railway Precinct Conservation Plan 1999 (DRPCP)

The DRPCP is a guiding document for the conservation of all elements of heritage significance within the Donnybrook Railway Precinct. All new development will have regard for the principles as outlined in this document to enhance the significance of the place. The Donnybrook Heritage Railway Precinct is listed on the State Heritage Register as Place 5012.

Project Background

Historically the Shire has previously considered revitalising the portion of the heritage precinct (precinct) between the Apple Fun Park and the Donnybrook Packaging Company on a number of occasions. Possibilities have included developing the remaining vacant area of the precinct by renewing and possibly adapting the Goods Shed for other purpose(s), constructing a new civic building, and developing high quality landscaping to improve the aesthetics of the area.

The project has not previously progressed beyond the conceptual planning stage largely due to a lack of clarity as to the preferred use(s) of the site and the funding required to achieve a quality outcome. Until now the Shire has been unsuccessful in obtaining external funding and/or has been unable to fund the project by its own means.

In October 2018 the Shire was advised that, as a result of a State election commitment, \$2 million of funding was confirmed in the State Government Budget, subject to the Shire preparing a Business Case for approval by the Department of Primary Industries and Regional Development (DPIRD). A report considered by Council at the time as to how to progress the project resulted in the following Council resolution:

That Council:

1. *Instruct the Chief Executive Officer to develop a Business Case for the Donnybrook Town Centre Revitalisation Project which incorporates, at a minimum:*
 - a. *A Multi-Purpose Interpretive Centre: designed to include a range of uses with the central focus of the building being an interpretive component displaying the important industries that have made up the history of Donnybrook and surrounds. In addition to the interpretive displays, the building will be fitted with co-working spaces designed to host professional services and business incubation. It will include a professional standard kitchen, meeting rooms, notice information area, storage and toilets, and public art space. Where possible, the design is to be future-proofed to allow expansion to accommodate other users and uses.*
 - b. *Heritage-listed Donnybrook Goods Shed: refurbishment of the goods shed to accommodate uses and users capable of increasing visitor, tourist and local community visitation to the Donnybrook town centre precinct.*
 - c. *Public Amenities: a range of civil works and public amenity/landscape upgrades to complement the multi-purpose centre and refurbished goods shed.*
 - d. *Takes into consideration the recurrent expenditure costs and future ongoing 'whole of life' costs for the building.*
2. *Instruct the Chief Executive Officer to further investigate, and report back to Council, the opportunity and costs to co-locate a Shire Administration Office (and Council meeting space) within the Donnybrook town centre heritage precinct as a part of the Donnybrook Town Centre Revitalisation project.*

In preparation for the Business Case, Shire staff engaged an architect to develop concept designs for a potential 'multi-purpose building' and the refurbishment of the Goods Shed, however the cost of the resulting designs was significantly greater than the available budget. It became apparent that the amount of funding allocated was insufficient to achieve all of what Council and the Community envisioned for the site in a single stage and as a result, a second officer report was prepared and considered by Council in March 2019 which resulted in the following resolution:

That Council:

- 1) *Supports the creation of a 'master-plan' for the Donnybrook Rail Heritage Precinct, which is to guide the re-development of the site consistent with the following overarching principles:*

- a. *Development to recognise and protect important heritage elements of the site;*
 - b. *Development to have demonstrated local community support;*
 - c. *Development shall not result in an unreasonable financial impost on the Shire, in either the short or long term;*
 - d. *Development is to be unique, bold and aspirational to attract tourists and visitors whilst engaging the local community;*
 - e. *Opportunities for co-location and/or re-location of existing facilities to be explored;*
- 2) *Supports a staged approach to the Donnybrook Town Centre Revitalisation Project with:*
- a) *Stage 1 to consist of the following:*
 - (i) *Refurbishment and possible extension of the Railway Goods Shed to create a high quality, interactive historical centre celebrating local industries;*
 - (ii) *Creation of high quality landscaped areas connecting the site to neighbouring amenities including the Apple Fun Park and Rail Precinct and containing interactive displays and information boards;*
 - (iii) *Provision of a significant public art piece that will complement the heritage values of the site, whilst providing a point of interest for visitors and the local community;*
 - (iv) *All civil works and associated fees for Stage 1 to be identified as part of the master-planning exercise to ensure the project remains within allocated budget.*
 - b) *Stage 2 to consist of the following:*
 - (i) *Provision of a 'mixed-use' building with details of the nature, form, use(s) and tenure of the building to be presented to Council prior to the commencement of Stage 2.*
- 3) *Authorises the Chief Executive Officer to submit written correspondence to the South West Development Commission advising of Council's decision as per this resolution and requesting the following:*
- a. *its ongoing support in facilitating the necessary timeframes to enable sufficient master-planning to take place;*

- b. its support in seeking DPIRD approval to utilise a portion of the allocated State Government funding to fund the master-planning exercise;*
- 4) Authorises the Chief Executive Officer to prepare and submit a Business Case to the South West Development Commission consistent with Council's decision. The Business Case is to be submitted prior to 15 April 2019;*
- 5) Authorises the Chief Executive Officer to sign any documents and/or agreements to facilitate the release of State government funds in accordance with Council's decision;*
- 6) Subject to the endorsement of the Business Case and the Financial Assistance Agreement by DPIRD, authorises the Chief Executive Officer to commence the master-planning process, subject to this being undertaken where possible by Shire staff, with the exception of the following:*
- a. Heritage Architect / Consultant (Goods Shed);*
 - b. Exhibition Design;*
 - c. Museum Curator; and*
 - d. Landscape Architect / Design.*
- 7) Master planning process shall commence as soon as the initial \$200,000 of funding is received and shall be complete no later than 31 October 2019;*
- 8) Council's support for Resolution (6) is subject to any costs incurred for such consultants being eligible through the allocated funding from the State Government.*

3 PROJECT OBJECTIVES

The objectives of this project are as follows:

- Renew the Goods Shed and adapt it to create a high quality, fit-for-purpose, interactive historical centre celebrating local industries;
- Revitalise the 'undeveloped' space to create high quality landscaped areas connecting the site to neighbouring amenities including the Apple Fun Park, Visitor's Centre, Public Amenities, Car parking areas, Donnybrook Main Street and Rail Heritage Precinct;
- Develop a significant public art piece and associated interactive displays that will complement the heritage values of the site, whilst providing a point of interest for visitors and the local community;
- Seek opportunities to develop a high quality tourist icon.

4 PROJECT SCOPE

It is planned to undertake a targeted public consultation process in July 2019 to provide the opportunity for the Community and other stakeholders to have input on the planned deliverables and/or other ideas for this project. The feedback received through the consultation process will inform a 'Masterplan' for the Precinct.

The scope and work breakdown structure (WBS) that has been developed in this preliminary PMP has been undertaken prior to the consultation process and master planning process. The PMP may therefore be subject to further changes dependent on future decisions of Council with regard to what will ultimately be constructed. The PMP is a living document and will continue to evolve until such time as the project is complete.

Work Breakdown Structure

The method implemented to clarify the project scope is the Work Breakdown Structure (WBS). The WBS sets out the key deliverables, orders them chronologically and identifies inter-relationships between them.

The WBS divides the project into logical elements that can be easily described, understood, planned for and executed. The level of complexity for a WBS is largely dependent on the scope of the project.

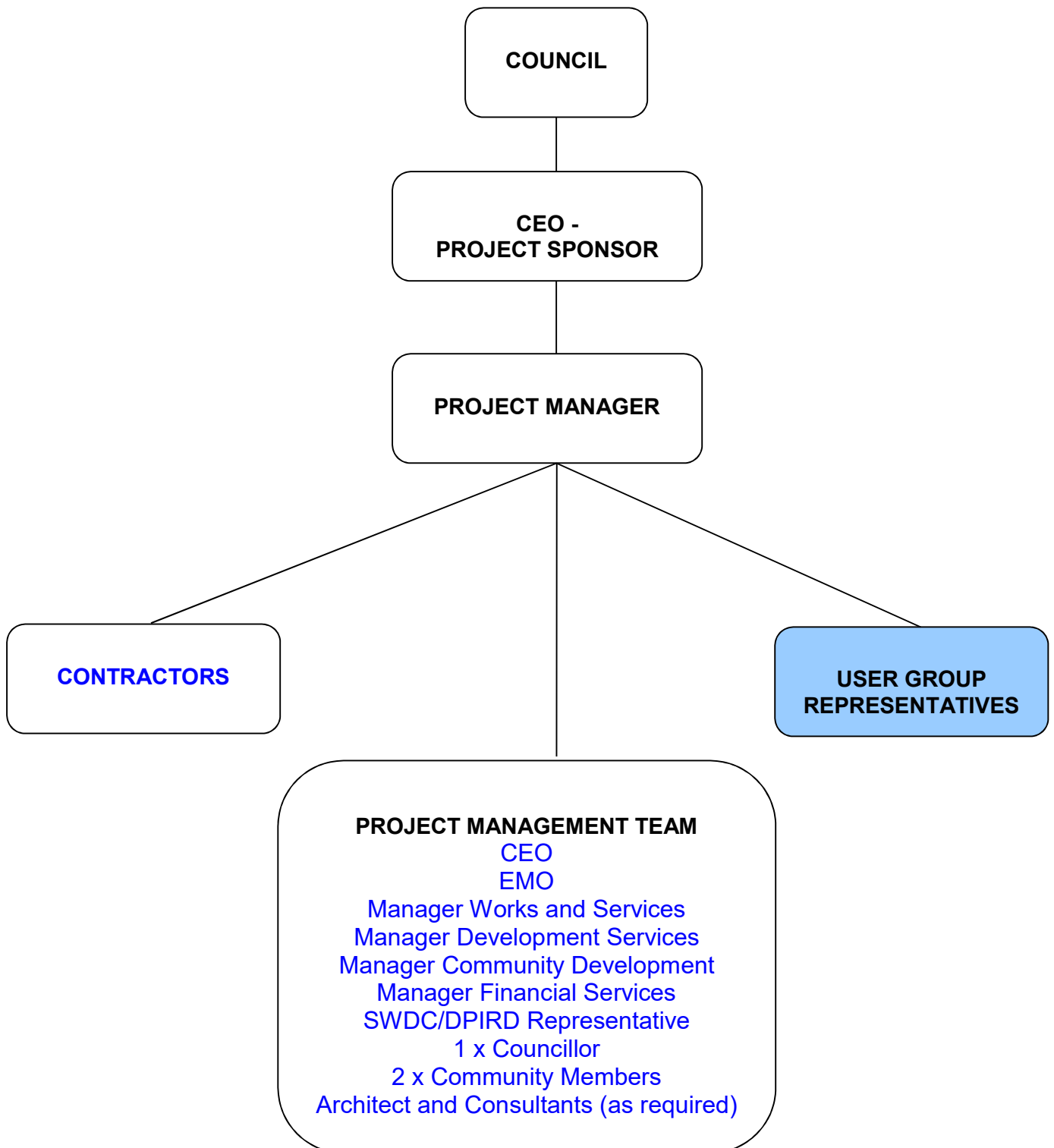
Work Breakdown Structure: Donnybrook Town Centre Revitalisation Plan

WBS No	ID	WBS	Immediate Predecessor	Duration
1		Business Case (BC)		150
1.1	1	Prepare BC	0	
1.2	2	DPIRD Approval	1	
1.3	3	release funds	2	
2		Contaminated Site Investigation		90
2.1	4	Prepare brief for Environmental Consultant	3	
2.2	5	Procure Environmental Consultant	4	
2.3	6	Receive contaminated sites report and remediation plan	5	
3		Consultation (Phase 1)		42
3.1	7	Survey Monkey	2	
3.2	8	Focus group session	2	
3.3	9	Open door session	2	
3.4	10	Public meeting	2	
3.5	11	Council briefing	7,8,9,10	
4		Master Planning		60
4.1	12	Prepare Master Plan	7,8,9,10	
4.2	13	Council adopt Master Plan (OCM October 2019)	12	
5		Design		90
5.1	14	Prepare brief for Architect, Museum Curator, Civil Eng and L/scape Architect	3,13	
5.2	15	Procurement for Architect, Museum Curator, Civil Eng and L/scape Architect	14	
5.3	16	Appoint Architect, Museum Curator, Civil Eng and L/scape Architect (OCM)	15	
5.4	17	Appoint specialised services	16	
		Structural Engineer		
		Electrical Engineer		
		Private Building Surveyor		
		Mechanical Engineer		
		Cost Planner		
		Interior designer		
5.5	18	Appoint Museum Curator	15	
5.6	19	Appoint Civil Engineer	15	
5.7	20	Appoint Landscape Architect	15	
5.8	21	Prepare designs	16,17,18,19,20	
5.9	22	PM Review draft designs	21	
5.10	23	Council adopt detailed design packages - OCM	22	
6		Consultation (Phase 2)		30
6.1	24	Advertise final design and Goods Shed Tennant/use	23	
7		Approvals		45
7.1	25	Heritage Council WA referral (detailed drawings required)	23	
7.2	26	Planning consent	23	
7.3	27	Building permit (CDC External)	23	
7.4	28	Service Agencies	23	
7.5	29	ARC Infrastructure	23	
8		Procurement (Building, Civil and Landscaping Package)		90
8.1	30	Develop tender documentation for building, civil and landscaping package	23	
8.2	31	Call tenders for building, civil and landscaping package	30	
	32	Council accept tender - OCM	31	
9		Building Renewal / Construction		180
9.1	33	Renew goods shed	25,26,27,28,29,32	
9.2	34	Fit out / Curation	33	
10		Civil Works		72
10.1	35	Earthworks and site remediation	6,25,26,27,28,29,32	
10.2	36	Drainage	35	
10.3	37	Foot Paths	35,36	
10.4	38	Linkages	35,36	
10.5	39	Carparking	35,36	

11		Landscaping		60
11.1	40	Earthworks	25,26,27,28,29,32	
11.2	41	Irrigation	40	
11.3	42	lawn	40	
11.4	43	lighting	40	
11.5	44	Trees and shrubs	40,41	
11.6	45	Paving	40	
11.7	46	Seating and tables	40,42	
11.8	47	Sculptures	40,42	
11.9	48	Ornaments	40,42	
11.10	49	Bicycle parking	40,42	
11.11	50	Interpretive displays	40,42	
12		Public Art		180
12.1	51	EOI	13	
12.2	52	Engage Artist	51	
12.3	53	Artist develop concepts and consult	53	
12.4	54	Manufacture Art Piece	54	
12.5	55	Install Art Piece	35,40,54	

The WBS will inform other components of the PMP including scheduling requirements through network diagrams and the Gantt Chart as per Appendix B to this PMP.

5 PROJECT MANAGEMENT STRUCTURE



5.1. Project Governance

The project will be primarily governed by the Project Management Team (PMT) which will comprise of key representatives from Shire Staff, Council, DPIRD/SWDC and the community. Details of the meeting protocols and responsibilities of the PMT and other project delivery groups are detailed below.

Meeting	Frequency	Responsibility/ Attendees	Details
Project Management Team	Monthly	CEO EMO MWS MDS MCD MFS SWDC/DPIRD 1 x Councillor 2 x Community Reps. Architect and Consultants (as required)	Arranged and minuted by the Project Manager on a monthly basis to establish required actions, review progress and establish the overall strategic direction to achieve the successful delivery of the project.
Project Working Group	Fortnightly (or as required)	EMO, Project Manager Heritage Architect Landscape Contractor Heritage Consultant Builder Artist (as required)	Chaired, arranged and minuted by the Project Manager on a fortnightly basis (or as required) to provide technical advice on behalf of the Project partners. PM to be responsible for the commissioning of the Project and implementing key decisions within the parameters set by the PMT.
Site Meetings	As Required	Project Manager Heritage Architect Builder	Arranged and minuted by the Project Manager. Review construction progress, quality control, OH&S, design matters, risks and opportunities and other construction related issues to oversee the construction phase of the Project.
Other Meetings	Additional meetings may be convened with the appropriate project team members, stakeholders and/or consultants as required.		

6 ROLES & RESPONSIBILITIES OF THE TEAM

6.1. Project Sponsor (CEO)

- Approves the Project Management Plan.
- Makes strategic decisions on the project if and when required.
- Oversees the Project Manager.
- Ensures the Project achieves intended outcomes, receives appropriate support and is aligned to Council's Strategic Plan.
- Monitors and reviews project status reports.

6.2. Project Manager

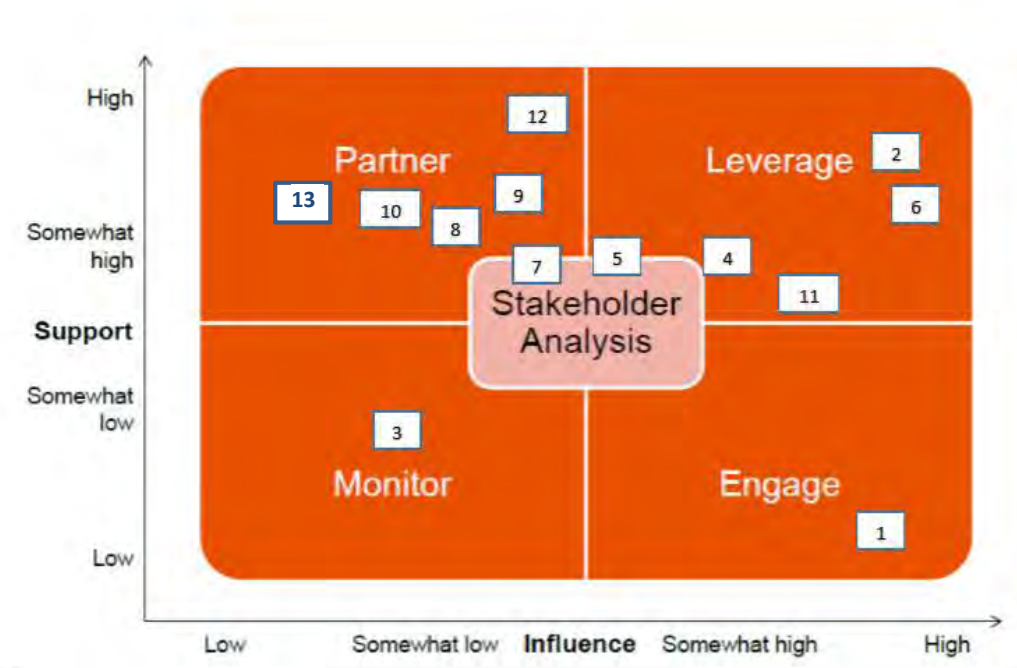
- Facilitate a mind mapping session with relevant project team members at the project initiation stage.
- Develop a Project Management Plan.
- Balance outcomes for quality, cost, time and scope.
- Report project status to the CEO and Council.
- Coordinate all team members including staff members and consultants.
- Develop and update the overall project schedule.
- Track and report on overall project expenditure.
- Ensure works are undertaken in accordance with the Specifications and Conditions and manage 'project creep'.
- To ensure that procurement of goods and services for the project comply with the Local Government (Functions and General) Regulations 1996 and Council Policy 2.26 - Purchasing and Tender Policy.
- Manage finances and authorise payments to contractors and consultants.
- Arrange and chair project team meetings
- Attend site meetings
- Change Control Authority
 - Authorised to make insignificant changes to the scope and designs that are consistent with the overall programme objectives.
 - Significant changes to the scope are to be endorsed by the CEO and/or Council as appropriate.
- Resource Control Authority
 - Ensure the project expenditure does not exceed the approved budget allocation.
 - Ensure the project milestones are met.
 - Ensure the works are completed in a timely manner.
- Schedule and Cost Variance Thresholds
 - May approve the undertaking of minor variations to identified works with the approval of the CEO, subject to costs being contained within the overall budgeted allocation for the particular cost element.
- Prepare a risk register and risk treatment plan and proactively manage risks to ensure the orderly progress of the Project.
- Identify stakeholders and prepare a communications strategy and communicate information to stakeholders as per the communications strategy.

7 STAKEHOLDERS AND COMMUNITY ENGAGEMENT

A range of stakeholders were identified through a stakeholders' mind mapping process held in June 2019 attended by relevant Shire staff as outlined in the following table:

Stakeholder	
1	Arc Infrastructure / PTA
2	Council
3	Landowners Neighbours
4	General Community
5	Donnybrook Historical Society
6	DPIRD
7	Donnybrook Chamber of Commerce
8	Donnybrook Tourist Association / Visitor Centre
9	Donnybrook Community Resource Centre
10	Bunbury Geographe Tourist Association
11	WA Heritage Council / State Heritage Office
12	Shire Staff
13	Donnybrook Community Radio

Relevant Shire staff then determined perceived level of support and influence of each individual stakeholder group using the tool below:



Estimations were made in relation to the level of support and influence of each stakeholder group which were subsequently used to inform the preferred consultation approach. This has resulted in the following engagement matrix which will be implemented to guide the consultation methodology for this project as follows:

Engagement Matrix

Stakeholder (Who)	Reason(s) to engage (Why)	Timing (When)	Type of Engagement (How)	Staff Member
Arc Infrastructure / PTA	Adjoining Landowner Approval required for crossings over rail corridor land for town linkages	Referral Stage – WBS No 7.5	Formal Application (referral) during development application Site meeting	PM
Council	Decision maker	Monthly agenda cycles as appropriate	Project Management Plan Milestone Updates Agenda reports Accepting Tenders	CEO EMO PM
Landowners adjoining the precinct	Proximity Interest	During initial consultation period Monthly updates	Email distribution Formal Letter	PM
General Community	Public Interest Rate payers	During consultation period	Local Media Shire Website Shire Facebook Open Door Forums Survey Monkey	PM MCD CO
Donnybrook Historical Society (DHS)	Lead Historical group in DBK (local knowledge) Potential to provide artefacts / information for museum display	During consultation Period Monthly updates	Formal Letter Email distribution Focus group meetings	PM

Department of Primary Industries and Regional Development / South West Development Commission	Funding body As per requirements of the FAA – yet to be signed	As per requirements of the FAA	Project Control Group Meetings	PM
DBK Chamber of Commerce	Advocate body for local business development	During consultation period Monthly updates	Email distribution Place a link on its website Staff attend a Chamber Meeting	CEO/PM
DBK Tourism Association / Visitors Centre	Tourism Advocates Occupier of the train station building within the Heritage Precinct	During consultation period Monthly updates	Formal Letter Email distribution	PM
DBK Community Resource Centre	Advertise intent to develop the precinct in accordance with Master Plan	During consultation period Monthly updates	Email Distribution Focus Groups Shire website	PM
Bunbury Geographe Tourism Association	Regional Tourism Interests	During consultation period	Formal Letter	CEO
Heritage Council WA / State Heritage Office	Approving agency to develop the Heritage Precinct	Prior to tender – see WBS No 7.1	Formal Planning Application DA Referral	MDS
Shire Staff	General interest Advocates for the project May play a role in the capital works and ongoing operations	During consultation period Monthly updates	Email distribution Tool box Meetings Administration staff meetings	CEO/PM
Donnybrook Community Radio	Adjacent to the project Possible advocate and means of communication with community	During consultation period Monthly updates	Formal Letter Email distribution	PM

Internal Project Reporting

There are various forms that are used within the Shire's project management framework that the PM will use when reporting on the following matters:

- Project initiation;
- Changes to Scope;
- Risk evaluation;
- Project updates; and
- Close out.

9 RISK MANAGEMENT

The risk assessment undertaken within the Business Case helped inform the risk assessment within the PMP.

The Project Manager used the Shire's Policy 2.45 on Organisational Risk Management, associated procedure and Risk Assessment and Acceptance criteria matrix to undertake a risk analysis of the project.

The Project Manager engaged with other nominated members of the project management team to analyse the perceived risks (30th May 2019) using the above tools to complete a risk register and undertake a Risk Assessment that identifies treatment options for any high risks identified. Risks will be reviewed and monitored as the project progresses.

Critical Success factors

So that risks can be identified the following critical success factors have been established:

- Construction needs to be complete by the 28 February 2021 as per the FAA;
- Total costs (excluding Shire in-kind contribution) are not to exceed \$2,000,000;
- The Goods Shed is to be renewed and adapted to a high standard to create an interactive historical centre that provides an attraction for locals and visitors alike;
- The aesthetics in the precinct are significantly improved; and
- Community support of the outcomes is required wherever possible.

The risks for this project and the relevant controls are outlined in the following table.

Risk Register

Risk Ref	Risk	Likelihood	Consequence	Risk Rating	Risk Priority
1	Council – Not proceed with Project	2	5	High	2
2	Budget Overrun	2	3	Moderate	
3	Project delivery (timing) delay (As per FAA)	2	3	Moderate	
4	DPIRD Funding not approved	2	5	High	1
5	Negative Construction Impacts on neighbours	3	2	Moderate	
6	Loss of PM staffing continuity	3	3	Moderate	
7	Land use conflict on project – Impacts from packing shed	2	4	Moderate	
8	Neighbours objection to project (Construction Impacts)	2	2	Low	
9	Unable to secure a sustainable and beneficial use for the Goods Shed	3	3	Moderate	
10	Inadequate demand for additional spaces created in the Goods Shed extension	2	3	Moderate	
11	Land contamination on the site	5	3	High	3

12	Lack of overall Community Support	3	3	Moderate	
13	Resumption of Train Service on adjoining rail corridor	3	4	High	6
14	Approvals from agencies protracted (ARC, HC)	4	3	High	5
15	Utility Services Constraints	3	3	Moderate	
16	Inability to find the 'Wow' factor – To create a Tourist Icon and increase visitation	4	4	High	4
17	Contractor goes into liquidation	2	3	Moderate	
18	Operational / Whole of life costs Increase – (prior to project versus post project)	5	3	High	7
19	Incorrect actions in terms of regulatory requirement.	2	2	Low	
20	Reduction in number of tourists	2	2	Low	
21	Inability to source required materials	3	2	Moderate	

The approach that has been taken to manage identified risks for this project include a process by which the project team identified, scored, and ranked the risks identified. Risks have been ranked in order of 'risk priority'.

Risk Treatment and Monitoring

The risks for this project, as it progresses, will be evaluated, managed and controlled within the constraints of time, scope, and cost. The treatment options as identified in the Risk Assessment Table utilises the following risk management options for each identified risk:

- Avoidance
- Mitigation
- Transference
- Acceptance
- Exploit
- Share
- Enhance
- Contingencies

The Risk Register and the Project Risk Assessment is the framework for how the integrated approach to managing the project will be coordinated. These tables are 'dynamic documents' and can be modified when the Risk Management Plan is reviewed.

There are seven risks that were identified as 'High Risks' in the Risk register and subsequently analysed in the Project Risk Assessment.

As these are the highest risks to the project they will be monitored more closely than the other risks identified. It is proposed that on a routine basis the Project Manager and Council's Risk Co-ordinator will discuss the status of these risks but still be mindful of the other risks identified and any also emerging risks.

Project Risk Assessment

KEY RISK IDENTIFICATION			
Risk Category	Risk Reference	Risk Priority	Identified Risk
Financial	4	1	DPIRD Funding not approved
Reputation Financial	1	2	Council not proceed with project
Financial Environment	11	3	Contaminated Site
Reputation	16	4	'Wow Factor' – Tourist Attraction
Service Interruption	14	5	Protracted Agency Approvals
Service Interruption	13	6	Rail Service resumes
Financial	17	7	Operational / Whole of life costs increase

RISK CLASSIFICATION & TREATMENT (of selected key risks)				
Risk Ref.	Consequence Rating	Likelihood Rating	Risk Classification <i>(Low, Moderate, High, Extreme)</i>	Recommended Treatments to Control the Risk
4 DPIRD Funding not approved Note – if funding was not forthcoming it may also put at risk separate funding for the Apple Fun Park under the BBRF	Catastrophic (Financial)	Unlikely	HIGH	Funding is an election Commitment Well-planned project; sound business case. Project will not commence until funding secured
1 Council – Not proceed with the project lack of support	Catastrophic (Reputation and Financial)	Unlikely	HIGH	Funding is an election Commitment Continued Communications Robust project planning Identify and manage risks
11 Contaminated Site	Moderate (Financial and Environment)	Almost Certain	HIGH	Undertake Geotech Site Investigation to ascertain the level of contamination and associated risk and remediate the site to an acceptable level of risk for the new land use proposed.
16 Inability to find the 'Wow' factor – To create a Tourist Icon and increase visitation	Major (Reputation)	Unlikely	HIGH	Tourist numbers are steady with Apple Fun Park visitations It is projected that targeted Community consultation and similar heritage interpretation examples will develop the ideas for a tourist attraction to complement existing tourist attractions in Donnybrook

14 Approvals from agencies protracted (ARC, Heritage Council)	Moderate (Service Interruption)	Likely	HIGH	Send referrals as soon as scope of works are defined and approved by Council. Shire staff make representations with agencies to impress importance of assessing referral in a timely manner.
13 Resumption of Train Service on adjoining rail corridor	Major (service interruption)	Possible	HIGH	ARC Infrastructure referral conditions and land use restrictions. Careful design to mitigate against train services constraints on new development.
17 Increases in operational / whole of life costs	Almost Certain (Financial)	Moderate	HIGH	Operational costs to be considered in the context of other opportunities and benefits Look to offset the costs

10 PROCUREMENT

Procurement of all goods and services associated with this project will be in accordance with the *Local Government (Functions and General) Regulations 1996* (the *Regulations*) and the Shire of Donnybrook-Balingup Policy 2.48 – Purchasing, Tendering and Buy Local Policy.

Below is a list of goods and services to be procured and anticipated methodology.

ITEM	FORM OF CONTRACT	PROCUREMENT
Architect (Design and superintendence of Goods Shed refurbishment – construction component) Includes procurement of all specialised services	AS 4122	RFT
Construction (Building, Civil Works and Landscaping)	AS 4000 & AS 2124	RFT
Public Art	Standard General Conditions of Contract Lump sum quote	EOI
Project Management	In-house service, internal cost allocation from Project funding - nominate 3% of project budget	
Contract administration	In house service	
Minor goods and services	N/A	As per Shire Policy 2.48

11 PROJECT QUALITY

The quality management plan will:

- Ensure quality is planned
- Define how quality is planned
- Define quality assurance systems
- Define quality control activities
- Define accepted quality standards

Quality as a project objective refers to the 'projects product'. The project objective of quality has two dimensions:

- Meeting the specification (as planned); and
- Fitness for purpose – the product or service has met the intended needs.

Quality Assurance

Quality Assurance (QA) refers to the testing of the project systems before, during and after delivery. QA provides confidence that quality requirements will be fulfilled and is a systems approach to produce the project deliverables.

Like many local governments the Shire of Donnybrook – Balingup does not formally possess an accredited QA system as per AS/NZS ISO 9001.

The QA system that will be used at the Shire of Donnybrook – Balingup will be an informal internal audit system. This will be undertaken by Council's Governance Officer at major milestones of the project to audit governance processes associated with the project delivery and compliance with the Shire's Project Management Framework and following policies and procedures of the Shire:

- Policy 2.10 – Records Management
- Policy 2.21 – Regional Price Preference
- Policy 2.43 – Community Consultation/Engagement Policy
- Policy 2.45 – Organisational Risk Management
- Policy 2.48 – Purchasing, Tender and Buy Local Policy
- Policy 2.49 – Use of Social Media Channels and Communications

The Governance Officer will report any non-compliances to the Project Manager and the CEO with the view to identifying the reason(s) for the non-compliance and any measures required to rectify the issue.

Furthermore, the Shire is required to do an annual performance audit as per Regulation 17 of the *Financial Management Regulations 1996*. The "Regulation 17 Audit" requires that the Shire outsource an accredited auditor to evaluate project management processes specific to this project and other large projects undertaken by the Shire.

Quality Control

Quality control focuses on the project deliverables to ensure they meet specification.

There are four steps in the quality control process:

- Plan the work required and do the work to deliver results;
- Monitor the results achieved;
- Compare the results to the plan and analyse the variances;
- Take corrective action to eliminate variances.

It is proposed that the following control points for assessment of the works against the specifications will be established with the DTCRP:

Quality Control		
What	When	Whom
Project integration	Duration of the project	Project Manager
Building, Civil and Landscaping compliance with contract specifications	Duration of the project	Project Manager
Geotechnical Survey – Soil	Once funding is approved	Structural Engineer Environmental Consultant
Goods Shed – Structural Assessment of existing structure	During Feasibility	Structural Engineer
Cost Planning (preliminary)	During Feasibility	Cost Planner
General project outcomes		
Drainage	Prior to backfill	Civil Engineer
Car parking	Prior to sealing Completion of box out	Civil Engineer Surveyor
Landscaping	Commissioning stage	Landscape Architect
Goods Shed – Footings and Structural	During Construction	Structural Engineer
Goods Shed – Electrical	Commissioning stage	Electrical Engineer
Goods Shed – Mechanical	Commissioning stage	Mechanical Engineer
Goods Shed – Structural	Commissioning stage	Structural Engineer
Public Art – Structural	Design stage Commissioning stage	Structural Engineer

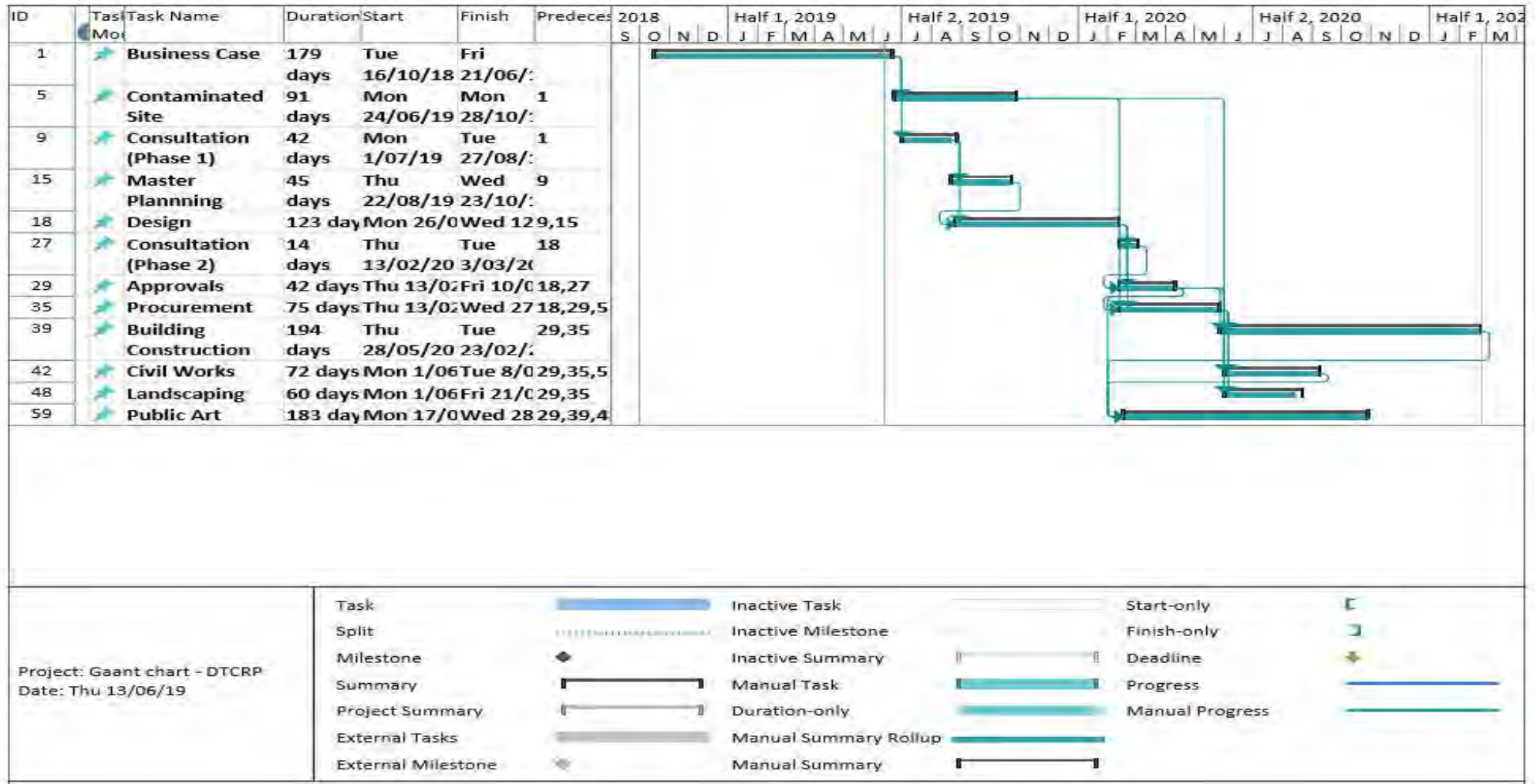
Quality Definition Table

Quality Item	Measures	Units to Measure	Project Tools to Provide Data	Timing of Measurement
Aesthetically pleasing Heritage Precinct	Community and visitors response to the final development Visitation numbers	Levels of satisfaction via survey after the development is complete	Survey Monkey	Consultation phase No 2 - WBS 6 (Post detailed design) 1 year after the development is completed
Functional, vibrant and purposed renewed Goods Shed	Community and visitors response to the final development Visitation numbers	Levels of satisfaction via survey after the development is complete	Visitors book at the new facility Survey Monkey	1 year after the development is completed
Whole of life costs - Affordable and sustainable	Cost to maintain	Operational Costs - Actual costs	Budget software - Asset Management tools	Annually
New Infrastructure complies with Australian Standards	Compliance with Australian Standards	Building Code of Australia and associated Australian Standards	Architect and specialised services Building Surveyor	Design stage Control Points Commissioning

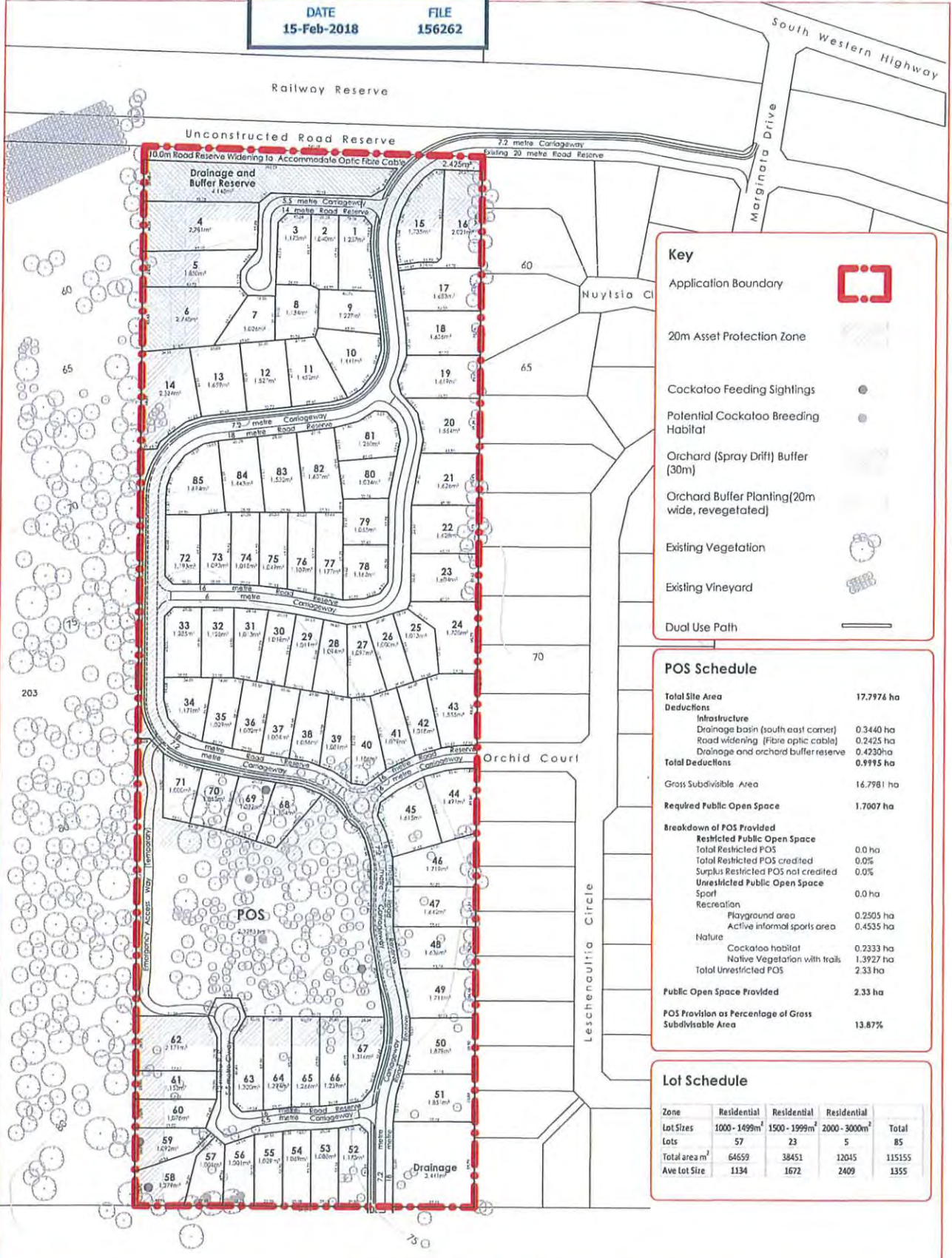
APPENDIX A – BUDGET

WBS No	ID	WBS	Duration (Hours)	Resource Name	Rate (\$)	Consultant Costs	Other Costs	Total Costs
1		Business Case (BC)						
1.1	1	Prepare BC	25	EMO	\$ 85.00			\$ 2,125.00
1.2	2	DPIRD Approval		Architect - Concept Plans		\$ 17,920.00		\$ 17,920.00
1.3	3	Release funds		Cost Benefit Analysis		\$ 4,900.00		
2		Contaminated Site Investigation						
2.1	4	Prepare brief for Environmental Consultant						
2.2	5	Procure Environmental Consultant				\$ 30,000.00		\$ 30,000.00
2.3	6	Receive contaminated sites report and remediation plan						
3		Consultation (Phase 1)	55	MCD/EMO/PM/CO	\$ 150.00			\$ 8,250.00
3.1	7	Survey Monkey						
3.2	8	Focus group session						
3.3	9	Open door session						
3.4	10	Public meeting						
3.5	11	Council briefing						
4		Master Planning	70	EMO/MDS	\$ 150.00			\$ 10,500.00
4.1	12	Prepare Master Plan		drafting services		\$ 5,000.00		\$ 5,000.00
4.2	13	Council adopt Master Plan (OCM October 2019)						
5		Design						
5.1	14	Prepare brief for Architect, Museum Curator, Civil Eng and L/scape Architect	30	PM	\$ 70.00			\$ 2,100.00
5.2	15	Procurement for Architect, Museum Curator, Civil Eng and L/scape Architect	60	PM	\$ 70.00			\$ 4,200.00
5.3	16	Appoint Architect, Museum Curator, Civil Eng and L/scape Architect (OCM)						\$ 87,500.00
5.4	17	Appoint specialised services						
		Structural Engineer				\$ 7,000.00		
		Electrical Engineer				\$ 6,500.00		
		Private Building Surveyor				\$ 1,500.00		
		Mechanical Engineer				\$ 6,500.00		
		Cost Planner				\$ 2,500.00		
5.5	18	Appoint Museum Curator				\$ 50,000.00		\$ 50,000.00
5.6	19	Appoint Civil Engineer				\$ 5,000.00		\$ 5,000.00
5.7	20	Appoint Landscape Architect				\$ 5,000.00		\$ 5,000.00
5.8	21	Prepare designs						
5.9	22	PM Review draft designs						
5.10	23	Council adopt detailed design packages - OCM						
6		Consultation (Phase 2)						
6.1	24	Advertise final design and Goods Shed Tennant/use	5	PM	\$ 70.00			\$ 350.00
7		Approvals						
7.1	25	Heritage Council WA referral (detailed drawings required)	10	PM	\$ 70.00			\$ 700.00
7.2	26	Planning consent	3	MDS	\$ 70.00			\$ 210.00
7.3	27	Building permit (CDC External)				\$ 2,000.00		\$ 2,000.00
7.4	28	Service Agencies						
7.5	29	ARC Infrastructure	10	PM	\$ 70.00			\$ 700.00
8		Procurement (Building, Civil and Landscaping Package)						
8.1	30	Develop tender documentation for building, civil and landscaping package	30	PM	\$ 70.00			\$ 2,100.00
8.2	31	Call tenders for building, civil and landscaping package	20	PM	\$ 70.00			\$ 1,400.00
	32	Council accept tender - OCM	10	PM	\$ 70.00			\$ 700.00
9		Building Renewal / Construction	20	PM	\$ 70.00			\$ 1,400.00
9.1	33	Renew goods shed				\$ 875,000.00		\$ 875,000.00
9.2	34	Fit out / Curation				\$ 142,500.00		\$ 142,500.00
10		Civil Works	30	PM	\$ 70.00			\$ 2,100.00
10.1	35	Earthworks and site remediation				\$ 180,000.00		\$ 180,000.00
10.2	36	Drainage						
10.3	37	Foot Paths						
10.4	38	Linkages						
10.5	39	Carparking						
11		Landscaping	30	PM	\$ 70.00			\$ 2,100.00
11.1	40	Earthworks				\$ 180,000.00		\$ 180,000.00
11.2	41	Irrigation						
11.3	42	lawn						
11.4	43	lighting						
11.5	44	Trees and shrubs						
11.6	45	Paving						
11.7	46	Seating and tables						
11.8	47	Sculptures						
11.9	48	Ornaments						
11.10	49	Bicycle parking						
11.11	50	Interpretive displays				\$ 30,000.00		\$ 30,000.00
12		Public Art	30	PM	\$ 70.00			\$ 2,100.00
12.1	51	EOI				\$ 120,000.00		\$ 120,000.00
12.2	52	Engage Artist						
12.3	53	Artist develop concepts and consult						
12.4	54	Manufacture Art Piece						
12.5	55	Install Art Piece						
		Legend	550	All staff	\$ 70.00			\$ 38,500.00
		CO - Communications Officer						
		EMO - Executive Manager Operations			13%	\$ 270,000.00		\$ 270,000.00
		MDS - Manager Development Services						
		MCD - Manager Community Development						
		PM - Project Manager						
		Total Cost						\$ 2,079,455.00

APPENDIX B – SCHEDULING (GANTT CHART)



DEPARTMENT OF PLANNING, LANDS AND HERITAGE
 DATE 15-Feb-2018 FILE 156262



Key

- Application Boundary
- 20m Asset Protection Zone
- Cockatoo Feeding Sightings
- Potential Cockatoo Breeding Habitat
- Orchard (Spray Drift) Buffer (30m)
- Orchard Buffer Planting(20m wide, revegetated)
- Existing Vegetation
- Existing Vineyard
- Dual Use Path

POS Schedule

Total Site Area	17.7976 ha
Deductions	
Infrastructure	
Drainage basin (south east corner)	0.3440 ha
Road widening (Fibre optic cable)	0.2425 ha
Drainage and orchard buffer reserve	0.4230 ha
Total Deductions	0.9995 ha
Gross Subdivisible Area	16.7981 ha
Required Public Open Space	1.7007 ha
Breakdown of POS Provided	
Restricted Public Open Space	
Total Restricted POS	0.0 ha
Total Restricted POS credited	0.0%
Surplus Restricted POS not credited	0.0%
Unrestricted Public Open Space	
Sport	0.0 ha
Recreation	
Playground area	0.2505 ha
Active informal sports area	0.4535 ha
Nature	
Cockatoo habitat	0.2333 ha
Native Vegetation with trails	1.3927 ha
Total Unrestricted POS	2.33 ha
Public Open Space Provided	2.33 ha
POS Provision as Percentage of Gross Subdivisible Area	13.87%

Lot Schedule

Zone	Residential	Residential	Residential	Total
Lot Sizes	1000 - 1499m ²	1500 - 1999m ²	2000 - 3000m ²	
Lots	57	23	5	85
Total area m ²	64659	38451	12045	115155
Ave Lot Size	1134	1672	2409	1355

Meldene
Subdivision Plan
 Lot 102 South Western Highway,
 Donnybrook.



Client: Meldene Developments
 Design: Martin Richards
 Drawn: MR
 Drawing No.: H019/SaP/01/A
 Prev. Drawing No.: N/A
 Date: 29 January 2018

Revision A
 Description Lot Schedule
 Date 05/01/18



All reserved area and easement rights are subject to change without notice.
 It is recommended that you check the original plan for any changes.
 This drawing is for information only and does not constitute an offer of any financial product or service.
 No responsibility is accepted for any loss or damage arising from the use of this drawing.



Our Ref: BMRRA01
via email: shire@donnybrook.wa.gov.au

16 May 2019

Mr Ben Rose
Chief Executive Officer
Shire of Donnybrook-Balingup
PO Box 94
DONNYBROOK-BALINGUP WA 6239

Dear Ben

**BUSSELTON MARGARET RIVER AIRPORT
FUTURE AIRPORT MARKETING FUND - (CARRY OVER OF FUNDS)**

I write to once again thank the Shire of Donnybrook-Balingup for their continued support of the Busselton Margaret River Airport and financial contribution to the Future Airport Marketing fund and am pleased to provide an update on airline engagement and marketing activities to date.

The City is continuing to work towards securing an airline for direct passenger East Coast South West services and anticipates air services to commence in late 2019.

Given the above the Shire of Donnybrook-Balingup's contribution will not be required this financial year and it is requested the funds be carried over to commence Donnybrook-Balingup's five year contribution in 2019/2020.

As previously advised once an airline is formally secured, a detailed marketing framework, inclusive of inbound and outbound visitation strategies will be implemented. The details of the marketing framework is partially contingent on the airlines internal marketing plans and the City will work closely with the airline to ensure our Future Airport Marketing Fund is targeted and focused on delivering benefits to the whole of the South West region.

In terms of the overall Airport development I am pleased to advise that the City of Busselton has successfully completed construction of the Freight Hub, Stage 1 of the Commercial and Industrial Precinct within budget and a month earlier than expected. This will be a significant contributor to opening up air freight opportunities at the Airport that will provide direct and indirect economic benefits for the entire region.

I once again thank you for your continued and significant contribution toward the Airport Marketing fund and look forward to receiving your confirmation of Council's funding carryover.

I will write to you again once an airline is secured and include a request for your contribution. Please feel free to contact me for further information.

Yours sincerely

A handwritten signature in black ink, appearing to read "Naomi Searle".

Naomi Searle
ACTING CHIEF EXECUTIVE OFFICER

Our Ref: BMRRA01
via email: shire@donnybrook.wa.gov.au



24 July 2017

Mr Ben Rose
Chief Executive Officer
Shire of Donnybrook-Balingup
PO Box 94
DONNYBROOK-BALINGUP WA 6239

Dear Ben

BUSSELTON MARGARET RIVER REGIONAL AIRPORT – FUTURE AIRPORT MARKETING FUND

On behalf of the City of Busselton, I wish to thank you and the Shire of Donnybrook-Balingup for the ongoing support of the Busselton Margaret River Regional Airport (BMRRA) Development Project.

I am now writing to request that the Shire of Donnybrook-Balingup continue this support through a financial contribution of \$10,000 over five years for a future Airport Marketing fund. The Airport Marketing Fund will assist in the attraction and retention of Airlines to service the East Coast to South West route, the outcomes of which will provide direct benefits to all regional South West Local Governments.

As you are aware, the City has made significant progress on the project to date in terms of infrastructure development and airline engagement, resulting in positive responses from domestic airlines including interest to commence services by the end of 2017. The opportunity for an airline to be a first-mover into the South West region with a fully serviced terminal and ancillary services has been critical to this response.

To assist in securing direct interstate and international flights into the South West region, the City has committed \$3.5 million over five years towards the Airline Marketing fund, with the Margaret River Busselton Tourism Association (MRBTA) committing \$100,000 over two years. In addition, the City, in partnership with Tourism Western Australia, has engaged an Airline Engagement Consultant to assist in securing and retaining airlines to service the East Coast to South West route. These ongoing financial and in-kind commitments by stakeholders represent a significant commitment to the South West region and more importantly, to driving significant economic growth opportunities and expansive social benefits.

A redeveloped BMRRA capable of facilitating direct interstate and international flights is poised to play a key role in the increase of visitation to the region, bolstering the tourism industry, increasing occupancy and event attendance and providing incentive to invest in the development of major tourism infrastructure. The ability of the City of Busselton to secure a national carrier with the assistance of an Airport Marketing Fund will only further increase the profile the South West region on the national and international stage.

All Communications to:

The Chief Executive Officer
Locked Bag 1
BUSSELTON WA 6280
T: (08) 9781 0444 E: city@busselton.wa.gov.au
www.busselton.wa.gov.au

Events Capital WA

The wider regional benefits of a developed airport include a construction workforce of 126; 94 new direct and indirect ongoing jobs over a 30 year period; \$95.5m in Gross Value Add to the South West Region over a 30 year period; \$55m in additional income; and \$220m in additional economic output.

BMRRA also represents a significant opportunity for air freight cargo. The region is renowned as a producer of high calibre horticultural and agricultural produce and is a substantial contributor to Western Australia's export figures. It is estimated that well over half of all airfreight out of Perth Airport comes from the South West region and the South West region is poised to take advantage of maturing markets with a growing emphasis on effectively managing the supply chains and shortening time to markets. Establishing a 'Paddock to Plate' supply chain via underbelly cargo on domestic and international regular passenger transport (RPT) services will provide direct and indirect economic benefits for the whole region.

In addition, the prospect of residing in the idyllic South West region and maintaining a desirable work life balance presents opportunities for the entire South West region to diversify its current workforce and attract new residents. This can be achieved through the redevelopment of BMRRA and increased FIFO services. As the amount of FIFO workers in Western Australia is expected to expand through newly commissioned projects and expansion of existing activities, a significant portion of this additional workforce demand will be met by skilled labour from towns in regional WA, presenting opportunities for the entire South West region to diversify its current workforce and attract new residents.

I ask that the Shire of Donnybrook-Balingup Council consider this request and provide a letter confirming a financial contribution toward the Airport Marketing fund and the continued support for the Busselton-Margaret River Regional Airport development project as one of the most regionally significant and transformational infrastructure projects in the South West.

Please feel free to contact me for further information.

Yours sincerely



Mike Archer

CHIEF EXECUTIVE OFFICER

All Communications to:

The Chief Executive Officer
Locked Bag 1
BUSSELTON WA 6280
T: (08) 9781 0444 E: city@busselton.wa.gov.au
www.busselton.wa.gov.au

Events Capital WA



SHIRE OF DONNYBROOK BALINGUP

Council Policy

Elected Members Allowances and Entitlements

OBJECTIVE

To provide Council members with an appropriate level of remuneration and entitlements to ensure that they are able to effectively fulfil their role. This policy specifies the type of allowances payable including annual allowances instead of reimbursement for particular types of expenses.

POLICY

Allowances

1. Presidents Annual Allowance

Pursuant to section 5.98(5) of the Act, the Shire President shall be paid an annual Presidents allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local Government. This allowance is in addition to any fees or reimbursement of expenses payable to the President under section 5.98 of the LG Act.

2. Deputy Presidents Annual Allowance

Pursuant to section 5.98A(1) of the LG Act, the Deputy President shall be paid an annual Deputy Presidents allowance of the percentage that is determined by the Tribunal of the annual allowance to which the president is entitled under section 5.98(5) of the LG Act. This allowance is in addition to any fees or reimbursement of expenses payable to the Deputy President under section 5.98 of the LG Act.

3. Council Member Annual Attendance Allowance

Pursuant to section 5.99 of the LG Act, a Council member shall be paid an annual attendance allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local Government. This payment is in lieu of Council meeting, committee meeting and prescribed meeting attendance fees in accordance with section 5.98(1)(b) of the LG Act.

4. Annual Information Communication and Technology (ICT) Allowance

Council members shall be paid an annual ICT allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 75th percentile of the allowance for a band 3 Local Government for the Shire President. All Council members other than the Shire President is based on the 17th percentile of the allowance for a band 3 Local Government. This payment is in lieu of reimbursing ICT expenses in accordance with section 5.99A of the Act instead of reimbursement under 5.98(2).

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;*



SHIRE OF DONNYBROOK BALINGUP

Council Policy

5. Reimbursement of Statutory Travel Expenses

Pursuant to Section 5.98(2) of the Act and Administration Regulation 31. Council members have a statutory entitlement to be reimbursed for travel expenses incurred by the Councillor as a result of attendance at a council meeting or a meeting of a committee of which he or she is member.

The rate of reimbursement will be in accordance with that specified by the Local Government Officers' (Western Australia) Interim Award 2010.

Expenses are reimbursed upon submission of a Councillor Claim request form.

6. Reimbursement of Statutory Child Care Expenses

Pursuant to Section 5.98(2) of the Act and Administration Regulation 31 Council members have a statutory entitlement to be reimbursed for childcare expenses incurred by the Councillor as a result of attendance at a Council meeting, a meeting of a committee of which he or she is member or authorised training and Council related business.

Child care costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Councillor.

The Shire of Donnybrook Balingup will reimburse child care costs either at the actual cost per hour or the prescribed amount set by SAT, whichever is the lesser amount. Formal receipts must be kept and attached to the claim for reimbursement.

Expenses are reimbursed upon submission of a Councillor Claim request form.

7. Payment of Allowances

Allowances shall generally be paid quarterly in arrears. Where a Council member does not hold office throughout the payment period, an amount of one twelfth of the annual allowance is to be paid for each month or part of a month that the member held office.

8. Reduced Payments

Council members can opt for a lesser level of payment by making application to the Chief Executive Officer. The payment must be within the prescribed range determined by the SAT and cannot fall below the minimum payment.

Other Entitlements

1. Information Technology

Council members will be provided with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the internet.

The equipment will remain the property of the Shire of Donnybrook Balingup and will be maintained by the Shire. Council members must not install software that is not the property of the Shire of Donnybrook Balingup.

2. Information Technology Training

Appropriate training will be provided to Council members to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and committee meetings utilising the software provided.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

Any Council members leaving their position with Council shall return, within ten working days any information technology equipment provided by the Council.

3. Business Cards

Council members will be allocated adequate business cards. Business cards must be used for Council business only and must not be used for electioneering purposes.

4. Uniform

Shire branded attire can be made available upon request from a Council member. A name badge will be issued at the commencement of their term.

LEGISLATION

- Local Government Act 1995
- Local Government (Administration) Regulations 1996
- Salaries & Allowances Act 1975 – Section 7B

Related Policies:	[Policy number & name]	Related Procedure:	[Procedure number & name]
Responsible Department:	Executive Services	Reviewer:	Corporate Planning & Governance Officer
Initial Adoption Date:	TBA	Review Frequency:	Triennial
Review Version		Next Due:	2022
Decision Reference:		Synopsis:	
[Link to saved doc in PDF]	[OCM Date & Resolution number]	[brief description of the adoption/changes approved]	
Date Live:	[Date document saved as .pdf & loaded on Shire website]		

ATTACHMENT 9.6.3(2)

Council Member Allowance Table

	Shire of Capel	Shire of Bridgetown - Greenbushes	Shire of Donnybrook Balingup	Shire of Collie
Elected Members	9	8	9	11
President Allowance	\$ 19,035.00	\$ 8,500.00	\$ 10,000.00	\$ 4,000.00
Deputy President Allowance	\$ 7,459.00	\$ 2,125.00	\$ 2,500.00	\$ 1,000.00
Councillors Annual Attendance Allowance (per member)	\$ 10,575.44	\$ 9,775.00	\$ 7,612.00	\$ 7,612.00
President Meeting Fee Allowance	\$ 19,035.00	\$ 10,200.00	\$ 12,000.00	\$ 7,612.00
Travelling Expenses	\$ 4,230.00	\$ 2,000.00	\$ 7,500.00	\$ -
ICT Allowance (President)	\$ 3,500.00	\$ 2,317.50	\$ 1,000.00	\$ 600.00
ICT Allowance(per member)	\$ 2,100.00	\$ 2,317.50	\$ 1,000.00	\$ 600.00
Uniform	\$ -	\$ -	\$ 900.00	
Child Care	\$ -	\$ -	\$ -	
Training	\$ -	\$ -	\$ -	
Councillors Annual Attendance Allowance (total)	\$ 95,179.00	\$ 78,200.00	\$ 60,896.00	\$ 83,732.00
ICT Allowance (Total)	\$ 20,300.00	\$ 18,540.00	\$ 9,000.00	\$ 6,600.00
TOTAL	\$ 146,203.00	\$ 109,365.00	\$ 102,796.00	\$ 95,332.00
Budget Total	\$ 146,203.00	\$ 109,365.00	\$ 102,796.00	\$ 95,332.00
	TRUE	TRUE	TRUE	TRUE

President	\$ 41,570.00	\$ 21,017.50	\$ 23,000.00	\$ 12,212.00
Deputy President	\$ 20,134.44	\$ 14,217.50	\$ 11,112.00	\$ 9,212.00
Councillor	\$ 12,675.44	\$ 12,092.50	\$ 8,612.00	\$ 8,212.00

Elected Members Remuneration Budget Implications					
Elected Members Remuneration	2019/20 Budget	2018/2019 Budget	2017/2018 Actual	Percentile	Budget Increase
President Allowance	\$ 10,008.00	\$ 10,000.00	\$ 10,000.00	\$ 10,008.00	\$ 8.00 25%
Deputy President Allowance	\$ 2,502.00	\$ 2,500.00	\$ 2,500.00	\$ 2,502.00	\$ 2.00 25%
President Meeting Fees	\$ 12,101.50	\$ 12,000.00	\$ 12,000.00	\$ 12,101.50	\$ 101.50 25%
Councillors Annual Attendance Allowance (per member)	\$ 9,857.75	\$ 7,612.00	\$ 7,612.00	\$ 9,857.75	\$ 2,245.75 25%
ICT Allowance (Councillor)	\$ 1,010.00	\$ 1,000.00	\$ 1,000.00	\$ 1,010.00	\$ 10.00 17%
ICT Allowance (President)	\$ 2,750.00	\$ 1,000.00	\$ 1,000.00	\$ 2,750.00	\$ 1,750.00 75%
Travelling Allowance	\$ 12,000.00	\$ 12,000.00	\$ 9,539.00	\$ 12,000.00	\$ -
Uniform	\$ 900.00	\$ 900.00	\$ -	\$ 900.00	\$ -
Child Care	\$ -	\$ -	\$ -	\$ -	\$ -
Training	\$ -	\$ -	\$ -	\$ -	\$ -
Councillors Annual Attendance Allowance (total)	\$ 78,862.00	\$ 60,896.00	\$ 60,896.00	\$ 78,862.00	\$ 17,966.00
ICT Allowance (Total)	\$ 10,830.00	\$ 9,000.00	\$ 9,000.00	\$ 10,830.00	\$ 1,830.00
TOTAL	\$ 127,203.50	\$ 107,296.00	\$ 103,935.00	\$ 127,203.50	\$ 19,907.50
Individual Fees per member					
President Remuneration	\$ 23,312.83	\$ 23,000.00	\$ 23,000.00	\$ 23,312.83	\$ 1,939.50
Deputy President Remuneration	\$ 13,563.08	\$ 11,112.00	\$ 11,112.00	\$ 13,563.08	\$ 2,247.75
Individual Councillor Remuneration	\$ 11,061.08	\$ 8,612.00	\$ 8,612.00	\$ 11,061.08	\$ 15,720.25
					\$ 19,907.50

* Not including Travel & Uniform Allowance

TRUE

SAT Determination	18/19		19/20	
	Minimum	Maximum	Minimum	Maximum
Band 3 - Annual Allowance Mayor/President	\$ 1,015.00	\$ 36,591.00	\$ 1,025.00	\$ 36,957.00
Band 3 - Annual Attendance Fee - President	\$ 7,612.00	\$ 25,091.00	\$ 7,688.00	\$ 25,342.00
Band 3 - Annual Attendance Fee - Councillor	\$ 7,612.00	\$ 16,205.00	\$ 7,688.00	\$ 16,367.00
Band 3 - Annual Allowance Deputy President	25% of President Allowance		25% of President Allowance	
Average President & Councillor attendance fee	\$ 7,612.00	\$ 20,648.00	\$ 7,688.00	\$ 20,854.50
Annual ICT Allowance (Per Councillor)	\$ 500.00	\$ 3,500.00	\$ 500.00	\$ 3,500.00

The City of Busselton has since been contacted by LVS to discuss the matter further.

Discussions with a number of SWZ LG’s indicated that the issues the City of Busselton had raised were also affecting them. As a result, the City of Busselton wrote to various LG’s within the Zone seeking support of raising these concerns at the next Zone meeting.

It is appreciated that the existing staff at LVS are doing the best they can, with the resources they have. However it is felt that this needs to be raised and key questions posed in order to achieve an improved service level.

9.5. SOUTH WEST SPORTS HALL OF FAME

Moved	Cr. T Smith	Seconded	Cr. Cr T Dean	
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THAT

That the SW Zone support in-principle the proposal to revitalize the South West Hall of Fame and request that member local governments commit to a shared funding model for the initial capital cost and ongoing management of the program for a period of 10 years as below:

Local Government Area	Indicative Upfront contribution (based on rates levied)	Indicative Annual Management Cost (based on rates levied)
<i>Augusta-Margaret River</i>	<i>\$4,800</i>	<i>\$360</i>
<i>Boyup Brook</i>	<i>\$460</i>	<i>\$35</i>
<i>Bridgetown-Greenbushes</i>	<i>\$915</i>	<i>\$70</i>
<i>Bunbury</i>	<i>\$8,460</i>	<i>\$635</i>
<i>Busselton</i>	<i>\$10,285</i>	<i>\$770</i>
<i>Capel</i>	<i>\$2,740</i>	<i>\$205</i>
<i>Collie</i>	<i>\$1,370</i>	<i>\$100</i>
<i>Dardanup</i>	<i>\$2,740</i>	<i>\$205</i>
<i>Donnybrook-Balingup</i>	<i>\$1,140</i>	<i>\$85</i>
<i>Harvey</i>	<i>\$4,570</i>	<i>\$340</i>
<i>Manjimup</i>	<i>\$2,060</i>	<i>\$155</i>
<i>Nannup</i>	<i>\$460</i>	<i>\$35</i>

PROCEDURAL MOTION

Moved	Cr. M Scott	Seconded	Cr. S Stanley	Carried
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That the motion lay on the table

In Brief

Based at the South West Sports Centre the South West Sports Hall of Fame was initiated in 2002 with the first round of inductions held in 2004. Since then no further inductions to the Sports Hall of Fame have been made due to a combined lack of funding and political support.

Background

The South West Sports Hall of Fame was established in 2002/03 with an election commitment from the then Premier, Geoff Gallop and with 11 original LGA members (Cities of Bunbury and Busselton and Shires of Augusta Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup and Nannup) along with the South West Development Commission and Department for Sport and Recreation. It was established to recognise the sporting achievements at national and international level by South West residents. Its intent was not just to recognise past champions but also act as an inspiration to future generations.

Located at the South West Sports Centre in Bunbury, which is recognised as the regional sporting hub for the South West, there were eleven (11) initial sportsmen and women inducted into the Sports Hall of Fame when it was unveiled in 2004. Since then no further athletes have been inducted due to a lack of ongoing funding and support from all member organisations.

Details

In 2015 the City of Bunbury received a number of requests for new inductees. This coincided with similar requests to other local government members. As a result DSR requested the formation of a Steering Committee to guide the future direction of the Hall of Fame. \$5,000 was provided to develop a project scope using a consultant's services to develop the scope under direction from the Steering Committee. Eight members of the original membership chose to form the Steering Committee which was tasked with developing a plan to induct new athletes meeting the selection criteria whilst also looking to create a greater South West focus. At this time it was agreed by the Steering Committee that all Local Governments in the South West should be able to showcase their inductee's achievements as part of the program.

The consultant (Gumpton) was tasked with replicating the original display cabinets whilst also providing a certificate for each athlete inducted to be provided to their respective local government for public display.

Due to the lack of artwork for the original displays the consultant report recommended their replacement with new cabinets and associated certificates for their respective representative local government; this to facilitate ongoing continuity of the displays. The cost to undertake this for each athlete was estimated at \$4,650; this option would have resulted in a recurring cost of \$4,650 per athlete inducted into the Sports Hall of Fame thereafter.

Following the report produced by Gumption no member organisations were prepared to provide the funds identified to further develop the Hall of Fame as it was felt to be cost prohibitive.

Subsequently and at the request of Council the City of Bunbury Sport and Recreation department have undertaken further research to establish alternative options for the Hall of Fame that provide a more cost effective solution to both inducting new athletes whilst also reinvigorating the display. The strategic recommendation is provided below and is subject to an agreement from the zone

members to jointly fund the project – initially to reactivate the Sports Hall of Fame and subsequently to provide ongoing recurrent funding to facilitate the management, maintenance and future induction of athletes.

Strategic Proposal

Replace the existing display cabinets with an interactive display based at the South West Sports Centre via an interactive touch screen kiosk with associated displays providing information about the South West Hall of Fame, eligibility criteria and information regarding where information about inducted athletes can be accessed at other local government within the region. The touch screen would enable viewers to interact with the display to find out information about specific athletes as well as access media footage of their performance at national and international events.

An initial capital cost to revitalise the current display and create an interactive Hall of Fame that allows easy induction of future athletes meeting the eligibility criteria is estimated at approximately \$40,000 with an ongoing management cost of \$2,000-\$3,000 per year required to maintain the program and update with any new inductees.

Should member organisations wish to hold an event (annually or every other year) to induct new athletes to the Sports Hall of Fame this should be treated as a separate project.

Comment

The City of Bunbury recognises the importance of the Hall of Fame for the whole South West region and is keen to reinvigorate the program with a updated, modern and interactive display that provides interested parties with the option of viewing and interacting with the main display at the South West Sports Centre as well as local displays at a nominated site within each member local government.

To date no proposals have been supported by the member organisations on the basis of both cost and the misconception that as the display is currently

based at the South West Sports Centre it is, by default, a City of Bunbury project with all responsibilities falling to the City.

This request and strategic proposal seeks to reinvigorate the South West Hall of Fame to enable it to meet the needs of all regional local governments in the Bunbury Geographe region, and provide opportunities for south west athletes past and present to be represented.

A copy of the City of Bunbury Agenda Item 10.3.2 is attached

Organisational Reports Items 7.1.1 – 7.1.4 & 7.2

Moved	Mayor G Henley	Seconded	Cr S Stanley	
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THAT the items be received

9. Discussion Forum/Zone Agenda Items

Items submitted by Councils for discussion

9.1 30 Foot Drop - Free government funded public symposiums throughout the SW on living with a disability

The Mayor of the City of Busselton advises that Ben Aldridge of 30 Foot Drop who has presented free government funded public symposiums throughout the SW on living with a disability made a presentation to the Council.

Ben Aldridge lives in Capel and suggested member Councils form a SW Access and Inclusion Alliance to share information on becoming more accessible and inclusive communities.

The item is referred to the zone meeting to see if there is an appetite to form such a group.

MOTION

Moved	Mayor G Henley	Seconded	Cr S Stanley	Carried
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THAT:

- 1. That member Councils be invited to advise their interest in the proposal for a SW Access and Inclusion Alliance, and***
- 2. Mr. Ben Aldridge of 30 Foot Drop be invited to attend a Zone meeting to make a presentation on this proposal***

9.2 Recycling Education

In November 2018 the Zone resolved to formulate a position for the SW Zone Group of Councils on its recycling education and communication strategies.

The resolution in its entirety is as follows:

THAT:

The SW Zone of WALGA:



Expressions of Interest Audit and Risk Committee – Independent Member

- Quarterly meetings
- Advisory position
- Two-year appointment

The Shire of Donnybrook-Balingup invites applications from suitably qualified persons to join its Audit and Risk Committee as an independent member.

The Audit and Risk Committee is an advisory committee and its role is to advise Council on the effectiveness of Council's systems, processes and culture for managing risk and complying with its legal and financial obligations.

Committee membership comprises three Councillors plus two external independent members.

External members of the committee should have business or financial management/reporting, governance and risk management experience.

The appointment will be for a two-year term. The Audit and Risk Committee meets up to four times a year on a quarterly basis.

For further information about this position please contact the Chief Executive Officer, Ben Rose, at the Shire Administration Office (9780 4200).

Submitting your application

To be considered for this important role, applicants should submit their resumé and a statement of claims, no more than one page, addressing their applied understanding of contemporary governance and compliance challenges facing small-medium business, non-for-profit organisations or Local Government.

Applications should be emailed to shire@donnybrook.wa.gov.au before close of business Friday 19 April, 2019.



Sundowner Information Session for Suppliers and Contractors Bridge Street Housing Project

Shire of Donnybrook-Balingup and
Donnybrook-Balingup Chamber of Commerce

5.30pm Friday 3 May 2019,

Council Chamber (Collins Street, Donnybrook)

The Shire of Donnybrook-Balingup, in conjunction with the State Government and Alliance Housing (WA), is developing a site at Bridge Street, Donnybrook, for seniors' housing. There will be a minimum of 11 Independent living units, made up of a mix of two and one-bedroom units.

In keeping with the Shire's local employment focus, we are seeking expressions of interest from suppliers and contractors local to the Donnybrook-Balingup district who may be interested in quoting/supplying for elements of this project. The project is currently under a planning and approvals phase, with works to commence later this year.

We would like to hear from building services contractors such as:

- Structural engineers
- Hydraulic engineers
- Electrical engineers
- Climate Assessors
- Building Certifiers
- Interior Designers

As well as commercial building contractors and civil contractors such as:

- Civil Works Contractors
- Registered Builders

We are also interested in hearing from local building trades for the following:

- Limestone retaining walls
- Concrete
- Bitumen
- Brickwork
- Carpentry
- Tiling
- Roofing
- Cabinetry
- Electrical
- Painting

INFORMATION SESSION

Local businesses and the public are invited to learn more about the project and register their interest to quote/tender for works at an information session at the Donnybrook-Balingup Council Chamber at 5.30pm on Friday 3 May 2019. Contact the Project Managers, Veens Design Group, by email on admin@veensdesign.com.au or phone Roger Veen on 9721 2526 to register your interest.

loren clifford

From: Ian Telfer <ian.telfer@wapres.com.au>
Sent: Tuesday, 4 June 2019 12:11 PM
To: Ben Rose
Subject: Shire of Donnybrook Balingup - Audit and Risk Committee

Ben

In response to the request for Community members to the Audit & Risk Committee, I wish to confirm my interest.

I am an experienced senior executive within the Forestry Industry and have experience as a NFP Board Director. I am a resident of Donnybrook and have worked in the SW region since 1985. I am employed as a Chief Executive Officer. My current experience includes:

Director & Treasurer	Australian National Forest Industry Association (AFPA)
President	Forest Industries Federation WA (FIFWA)
Chairman	Bunbury Geographe Economic Alliance (BGEA)
Chairman	St John Ambulance Donnybrook sub centre
President	Pathways SW (providing regional Mental Health Services)
Chairman	Investing in our Youth (providing & supporting regional Child & Youth Services)
Board Member	Basketball SW

Regards

Ian

Ian Telfer | Chief Executive Officer

WAPRES

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loren clifford

From: Carly Anderson <carly_joy79@hotmail.com>
Sent: Thursday, 30 May 2019 6:51 PM
To: Ben Rose
Subject: Re: Shire of Donnybrook Balingup - Audit and Risk Committee

Hi Ben,
No enquiries!? Some people just don't know a good time when they see one.

Happy to be of assistance if Council think it useful.

Since 2004, I've predominantly worked for the State Government's Departments of Treasury and Finance in various roles both here and in Perth.

I have an economics degree from UWA and a postgraduate degree from Curtin Business School in project management, incorporating law and risk management.

In my work with Department of Finance I consult to other State Government agencies on risk management, policy compliance, contract law, probity issues and market sounding and research strategy for their high value, strategic and/or complex procurements and contracts with the private sector. Accountability and probity are key deliverables of my work. I've also previously worked in policy and practice reform and regional economic development strategy for the State Govt.

My husband Glenn Tickner and I run Donnybrook Butchers where our key deliverable is great meat. I was Board Chair for Treehouse Childcare from 2011-2016 and am now Board Secretary at St Mary's Primary.

Happy to respond to any queries you or the councillors may have.

Kind regards
Carly Anderson
Mob: 0429 207 780.

From: Ben Rose <ben.rose@donnybrook.wa.gov.au>
Sent: Thursday, 30 May 2019 2:50 PM
To: carly_joy79@hotmail.com
Subject: Shire of Donnybrook Balingup - Audit and Risk Committee

Hello Carly,

Thanks for taking my call just now to discuss this matter relating to the Shire's Audit and Risk Committee. Attached is the advert from the Preston Press last month, to which I received no applications or enquiries!

If you are still interested (following our brief conversation), could I ask, please, that you email through a CV or a few paragraphs on your skills, experiences and qualifications. I will need to take this item to the June Council Meeting (to appoint the positions onto the Committee), and will need your details by the end of this week – much thanks!

Happy to discuss more if you'd like.

Regards, Ben.

FORESTS FOR LIFE SOUTH-WEST WA FARM FORESTRY & LANDCARE INITIATIVE



Forests For Life sets out a plan for growing 40 000 hectares of high value timber trees and carrying out an ambitious land care program in the South West and Great Southern. Drawing on past experience and local expertise, the program has been designed to generate a substantial volume of sustainably grown sawlogs, deliver significant ecological outcomes and maximise benefits to the region and the state.

PROJECT DETAILS

Location

Two zones – one centred on Manjimup or Greenbushes and the other on Albany. The zones are defined by a distance of not more than 100 km by road from future processing centres and a minimum projected annual rainfall of 450 mm by 2030.

Scale

Total farm forestry target: 40,000 ha | 20,000 ha per zone | minimum 40 ha plot size.
Permanent revegetation land care target: 4,000 ha.

Species

Farm forestry: *Eucalyptus saligna*, *E. cladocalyx*, *E. tricarpa*, *Corymbia maculata* and potential for *Pinus Radiata* and *Pinaster*.
Permanent revegetation: locally endemic species.

Yield 450,000 – 600,000 cubic metres per year

Employment 860 – 940 new jobs created

Carbon storage potential

6.2 million tonnes of CO2 equivalent

Benefits

Meet WA's timber needs while delivering multiple measurable benefits including:

- Targeted salinity control and management
- Avoided deforestation
- Improved water quality
- Climate change mitigation
- Food and nesting habitat for wildlife
- Severe weather protection for stock
- Reduced soil evaporation
- Shade and amenity
- Income diversification for farmers
- Biodiversity restoration and ecosystem connectivity

PROJECT BACKGROUND

The core objective of this initiative is to meet WA's timber needs sustainably while delivering substantial environmental and social benefits. Australia already has a \$2 billion timber trade deficit and we are facing further supply shortfalls. With clever planning we can meet all our timber needs with sustainably grown plantations and farm forestry.

Since the 1970s, rainfall in the South West has declined by 15 – 20 per cent, with further warming and drying projected and various detrimental impacts on people and the environment. Recent studies show that much of this decline is a result of land clearing. Trees are vital to a stable climate. This project helps to mitigate climate change at a macro and micro level: storing more than 6 million tonnes of CO2 equivalent and restoring local tree cover for shade, reduced temperature, slower evaporation and protection from severe weather. It also improves water and soil health by rehabilitating riparian zones and managing salinity.

By 2050, it is estimated that more than 4 million hectares of WA's farmland will be salt-affected, including all inland water sources, significantly reducing WA's productive farmland. Salinity has already caused a 50 per cent decrease in numbers of wetland bird species and 450 flora species are threatened with extinction (ANZECC 2001).

Using a combination of permanent revegetation and rotational forestry, this project will meet a basic need while maintaining and restoring health and vitality in the South-West Global Biodiversity Hotspot.